GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS

Ministry: Social Integration and Economic Empowerment

Post: Confidential Secretary (Ex-NESC)

Salary: Rs 19,200 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 –
37,125 x 1,225 – 38,350 (08 043 069)

Effective Date: 21 September 2017

Qualifications: By appointment of the Confidential Secretary on the establishment of the former
National Economic and Social Council (NESC) who has been redeployed to the
Ministry of Social Integration and Economic Empowerment.

NOTE

The Confidential Secretary (Ex-NESC) may be required to follow training, as and
when required, to equip him to perform his task.

Duties:

1. To arrange appointments and deal with enquiries.

2. To make telephone calls and screen incoming calls and visitors and
determine the course of action required for satisfactory disposition.

3. To take messages and facilitate the process of communication between
relevant stakeholders.

4. To perform general secretarial duties including the taking of notes, typing,
classification and retrieval of records and documents.

5. To perform word processing and telex/fax duties and simple
computer/data processing work and operate e-mail services.

6. To keep track of important documents, papers and make them available
expeditiously.

7. To prioritise work on a daily basis and to be responsible for ensuring that
deadlines are met and appointments honoured.

8. To ensure that meetings are well organised and take place in time and
appropriate information is available.

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms
21 September 2017
Date..........................
9. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Confidential Secretary (Ex-NESC) in the roles ascribed to him.

Note
Confidential Secretary (Ex-NESC) may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.