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MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

27 April 2009

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 14 of 2009
E/363/9/03

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries/Departments

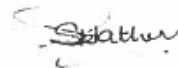
Implementation of Pay Research Bureau Report 2008

Further to this Ministry's Circular Letter No. 12 of 2009, regarding the option to be exercised by officers in the General Services to join the appropriate grades in the context of the implementation of the PRB Report 2008, please find enclosed the Schemes of Service for the posts of Officer, Senior Officer and Office Management Executive. The Scheme of Service for the post of Confidential Secretary is also enclosed.

2. It would be appreciated if necessary arrangements could be made to bring the Schemes of Service to the attention of officers in the General Services posted to your Ministry/Department. The Schemes of Service are also available on this Ministry's website <http://civilservice.gov.mu>
3. Supervising Officers are also requested to bring the following additional information to the attention of officers concerned:-
 - (i) Potential incumbents in the grade of Senior Officer would, on successful completion of the Office Management Course, be allowed to move incrementally in the master salary scale for up to a maximum of two increments provided they have:
 - (a) drawn the top salary for a year; and
 - (b) been consistently efficient and effective during the preceding two years and have not been adversely reported upon on grounds of either performance or misconduct.

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- (ii) Clerical Officers/Higher Clerical Officers on probation who opt to join the new grade of Officer will be granted one increment as from 27 November 2008;
 - (iii) Appointment to the grade of Human Resource Officer would be made by selection from among officers in the grades of Office Superintendent/Office Management Executive, Higher Executive Officer and Senior Officer/Executive Officer. For Senior Officer and Executive Officer, the number of years of service should come to at least four when aggregated. The PRB requirement for the possession of a Diploma in Human Resource Management and the recommendation to open the post to other public officers who possess a Diploma and four years service have been deferred.
 - (iv) Appointment to the grades of Financial Operations and Procurement and Supply Officer would be made by selection from among officers in the grade of Senior Officer reckoning at least four years' service in the grade. The requirement of two years' experience in procurement and supply/financial duties has been waived.
4. The closing date for submission of Option Forms is being extended to 10 June 2009 for officers in Mauritius and 26 June 2009 for officers on approved leave abroad.



S.K. Pather
Supervising Officer

Copy to:

Secretary to Cabinet and Head of the Civil Service
President, Government General Services Union

SuK.Circ.020/option/leapr.

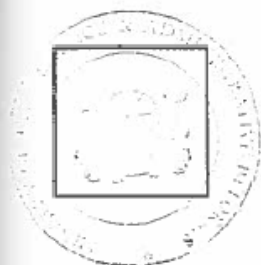
GOVERNMENT OF MAURITIUS

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

- Ministry:** Civil Service and Administrative Reforms
- Post:** Senior Officer
- Salary:** Rs 12.900 x 300 – 13.800 x 400 – 15.000 x 500 – 16.000 x 600 – 23.200 (08 31 51)
- Effective Date:** 27 November 2008
- Qualifications:** By selection from among officers in the grade of Officer who reckon at least four years' service in a substantive capacity in the grade or an aggregate of at least four years' service in a substantive capacity in the grades of Officer and
- (a) Special Clerical Officer and/or Clerical Officer/Higher Clerical Officer
- or
- (b) Senior Word Processing Operator and/or Word Processing Operator
- and who –
- (i) have a good knowledge of Public Service Commission Regulations, the Personnel Management Manual, the Financial Management Manual and the procedures of the Government of Mauritius for the conduct of its business;
 - (ii) possess good analytical, technical and interpersonal skills;
 - (iii) have the ability to organise and prioritise workload; and
 - (iv) are able to work on own initiative and as a member of a team.

Candidates will be required to take a written competitive examination conducted by the Public Service Commission designed –

- (i) to assess their knowledge of the Public Service Commission Regulations, the Personnel Management Manual, the Financial Management Manual and the procedures of the Government of Mauritius for the conduct of its business; and
- (ii) to test their knowledge of current affairs and their ability to express themselves coherently on matters of public interest.



CERTIFIED CORRECT

R.R.
.....
for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date..... 27 NOV 2008

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

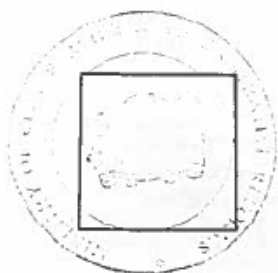
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NOTE

For the first intake, by appointment of officers in the grade of Executive Officer who have opted for the revised emoluments and terms and conditions set out in the P Report 2008 and who have opted to join the grade of Senior Officer on 27 November 2008.

Duties:

1. To provide administrative support in general administration, human resource management, finance and procurement and supply.
2. To ensure the accuracy, completeness and timeliness of processes and activities performed in small units.
3. To assist in the organisation of official functions, induction and training programmes and other activities.
4. To provide customer service to the relevant stakeholders and the general public and to respond to inquiries according to established guidelines.
5. To manage and ensure safekeeping of official records.
6. To supervise the retrieval and destruction of office records within established guidelines.
7. To act as secretary to committees and/or tender committees, as and when required.
8. To undertake research in connection with the activities/policies of the Ministry/Department and submit reports, as and when required.
9. To assist in the preparation and monitoring of Estimates.
10. To ensure the keeping of proper, complete and up-to-date records of financial transactions.
11. To ensure proper and timely submission of accurate returns as requested by the Accountant-General and the Financial Secretary.
12. To provide assistance in the processing of audit queries related to financial issues.



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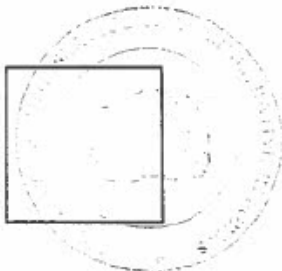
for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date..... 27 NOV 2008

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
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13. To provide, under supervision, as and when required, advice and information on matters relating to accounting and finance.
14. To assist in all administrative processes relating to procurement and supply and warehouse operations.
15. To ensure that stock checking programmes are maintained.
16. To ensure that office inventory tallies with the supply system records.
17. To co-ordinate and supervise the work of junior staff.
18. To make use of Information and Communication Technology (ICT) in the performance of his duties, whenever required.
19. 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 Senior Officers in the roles ascribed to them according to their postings.



CERTIFIED CORRECT

R. D. ...

.....
*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

27 NOV 2008

Date.....

GOVERNMENT OF MAURITIUS

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

Ministry: Civil Service and Administrative Reforms
Post: Officer
Salary: Rs 9,600 x 200 – 10,200 x 250 – 11,700 x 300 – 13,800 x 400 – 15,000 x 500 –
16,000 x 600 – 21,400 (08 18 48)
Effective Date: 27 November 2008

Qualifications: A. (a) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or
(b) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level"

OR

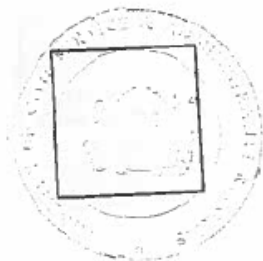
Equivalent qualifications to A and B above acceptable to the Public Service Commission.

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[Signature]

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date... 27 NOV. 2008



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SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
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- C. The Internet and Computing Core Certification (IC3) with knowledge of office package or documentary evidence of any approved IT proficiency programme followed.
- D. Candidates should also –
- (i) possess good communication skills;
 - (ii) have a positive attitude towards work; and
 - (iii) have a general knowledge of national and international issues.

Qualification at A above should have been obtained prior to qualification at B above.

NOTE

For the first intake, by appointment of –

- (i) officers in the grades of Special Clerical Officer and Clerical Officer/Higher Clerical Officer who have opted for the revised emoluments and terms and conditions set out in the PRB Report 2008 and who have opted to join the grade of Officer on 27 November 2008; and
- (ii) officers in the grades of Senior Word Processing Operator and Word Processing Operator who possess the qualifications at A, B and C above and who have opted for the revised emoluments and terms and conditions set out in the PRB Report 2008 and who have opted to join the grade of Officer on 1 December 2008.

Duties:

- 1. To perform clerical and word processing duties including, *inter alia*, –
 - (i) preparation, scrutiny and processing of documents and records;
 - (ii) typing and collating a variety of general office correspondence and documents, according to competencies;
 - (iii) maintaining files of correspondence, forms, reports and other materials;

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R.D.

for Senior Chief Executive
Ministry of Civil Service and
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Date..... 27 NOV 2008

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SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
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- (iv) receiving, sorting and processing mail and preparing material for mailing;
 - (v) photocopying reports and other documents and operating standard office machines such as telefax machine;
 - (vi) carrying out word processing and data entry and updating information on a computer system;
 - (vii) carrying out registry, simple finance, human resource and procurement and supply work, under supervision;
 - (viii) assisting in administrative duties within the division/section/unit and providing general support to operational services;
 - (ix) drafting of replies to simple correspondence;
 - (x) operating e-mail services and carrying out secretarial duties, as and when required;
 - (xi) effecting simple research on matters pertaining to the department and submit results thereof, as required; and
 - (xii) keeping records regarding documents, books, magazines, etc., of the Ministry/Department, and assisting users by providing relevant information, whenever required.
2. To perform such other duties directly related to the main duties listed above related to the delivery of the output and results expected from Officers in the roles ascribed to them according to their postings.

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date..... 27 10 2008



GOVERNMENT OF MAURITIUS

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

- Ministry:** Civil Service and Administrative Reforms
- Post:** Confidential Secretary
- Salary:** Rs 13.800 x 400 – 15.000 x 500 – 16.000 x 600 – 23.200 x 800 – 26.400 (08 34 55)
- Effective Date:** 25 March 2009
- Qualifications:** By selection from among officers in the grades of –
- (i) Senior Word Processing Operator; and
 - (ii) Word Processing Operator
- who –
- (a) reckon at least 15 years' service in a substantive capacity in the cadre;
 - (b) possess a certificate in word processing from a recognised institution;
 - (c) are fluent in English and French;
 - (d) have shown qualities of trustworthiness, discretion, maturity, tact and initiative;
 - (e) are capable of dealing efficiently with members of the public; and
 - (f) are able to work under pressure.

Note

Confidential Secretaries may be required to follow training, as and when required, to equip them to perform their tasks.

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



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[Signature]
for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date..... 25 MAR 2009

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GOVERNMENT OF MAURITIUS

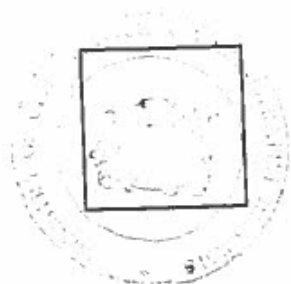
SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
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5. To perform word processing and telex/teletax duties and simple computer/data processing work and operate e-mail services.
6. To keep track of important documents, papers and make them available expeditiously.
7. To prioritise work on a daily basis and to be responsible for ensuring the deadlines are met and appointments honoured.
8. To ensure that meetings are well organised and take place in time and appropriate information is made available.
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 Confidential Secretaries in the roles ascribed to them according to their postings.

NOTE

Confidential Secretaries may be required to work outside normal working hours.



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[Signature]
for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date... 23 May 2009

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

Ministry: Civil Service and Administrative Reforms
 Post: Office Management Executive
 Salary: Rs 20,200 x 600 – 23,200 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 33,750 (08 46 62)
 Effective Date: 27 November 2008
 Qualifications: By selection from among officers in the grades of

(i) Higher Executive Officer; and

(ii) Executive Officer or Senior Officer

reckoning at least 15 years' service in a substantive capacity in the Executive Cadre.

Candidates should -

- (a) have a thorough knowledge of the Government machinery, processes and functions;
- (b) possess good interpersonal, communication and leadership skills and the ability to adapt to different work situations;
- (c) be resourceful, prompt in problem solving and proactive;
- (d) be able to operate under pressure and meet tight deadlines; and
- (e) have a high sense of responsibility and trustworthiness.

NOTE

For the first intake, by appointment of officers in the grade of Office Superintendent who have opted for the revised emoluments and terms and conditions set out in the PRB Report 2008 and who have opted to join the grade of Office Management Executive on 27 November 2008.

Duties:

1. To be accountable to the Head of Ministry/Department or to an officer designated by him in the performance of the following duties:-
 - (i) to manage office operations;
 - (ii) to engage in or supervise the execution of a wide range of tasks/jobs to ensure the smooth running of a Ministry/Department;

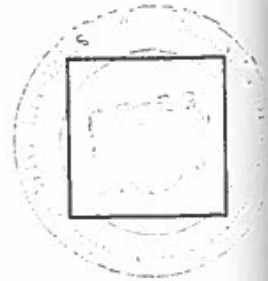
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R. C. ...

for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms

27 NOV 2008

Date



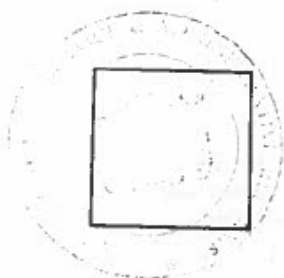
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- (iii) to perform, in accordance with established rules and regulations established code of administrative practice, duties requiring -
 - (a) an adequate knowledge of specialised functions (including human resource and procurement and supply) and the application of a significant measure of judgment and initiative;
 - (b) a good understanding of policies and the conduct of business in the Ministry/Department; and
 - (c) ability to effectively serve the policy-making process, and in particular, interpret policy directives and implement them with a measure of final responsibility;
- (iv) to supervise, direct and train staff under his control;
- (v) to oversee the judicious use, care and maintenance of all physical assets, equipment, space and materials;
- (vi) to ensure maintenance and repairs of IT equipment and the provision of IT facilities;
- (vii) to use Information and Communication Technology (ICT) in the performance of his duties;
- (viii) to co-ordinate building safety checks and ergonomics training of employees;
- (ix) to ensure proper cleanliness and sanitation and maintain a conducive physical environment inside offices as well as in common places in accordance with health and safety norms;
- (x) to keep the Register of Assets and up-to-date inventory control;
- (xi) to ensure the proper keeping of Attendance Register(s) or any other Attendance Recording System;
- (xii) to monitor the use of Government vehicles and to organise transport for official purposes;

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R. R. ...

*for Senior Chief Executive
Ministry of Civil Service and
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Date... 27 ... 2008

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- (xiii) to monitor works undertaken by contractors and to follow-up on Lease/Contract Agreements in respect of office accommodation and equipment;
 - (xiv) to organise official functions and welfare activities, as and when required; and
 - (xv) to act as secretary to committees and represent the Ministry/Department in committees, as and when required.
2. 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 Office Management Executives in the roles ascribed to them according to their postings.