



**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS**

17 November 2011

Ministry of Civil Service and Administrative Reforms
Circular Note No.19 of 2011
E/363/9/03

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To : Supervising Officers i/c Ministries/Departments

Scheme of Service – Post of Senior Officer

A new statement of qualification and duties has been adopted as the official scheme of service for the post of Senior Officer in the General Services cadre with effect from 06 October 2011. A copy of the official Scheme of Service is enclosed at Annex for you information.

2. It would be appreciated if the contents of this Circular could be brought to the attention of all those concerned.

S. Seebaluck
Senior Chief Executive

Copy to: Secretary to Cabinet & Head of Civil Service

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: 6 October 2011

Qualifications: By selection from among officers who hold a substantive appointment in the grade of Officer and who –

- (i) reckon at least four years' service as from the date they joined service;
- (ii) have a good knowledge of Public Service Commission Regulations, the Human Resource Management Manual, the Financial Management Kit and the procedures of the Government of Mauritius for the conduct of its business;
- (iii) possess good analytical, technical and interpersonal skills;
- (iv) have the ability to organise and prioritise workload; and
- (v) are able to work on own initiative and as a member of a team.

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

- (i) to assess their knowledge of the Public Service Commission Regulations, the Human Resource Management Manual, the Financial Management Kit 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.

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.

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CERTIFIED CORRECT

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

Date... 06 OCT 2011

GOVERNMENT OF MAURITIUS

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

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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.
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 use ICT in the performance of his duties.
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 the Senior Officer in the roles ascribed to him.



CERTIFIED CORRECT

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

Date..... 06 OCT 2011