

GOVERNMENT OF MAURITIUS

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

- Department:** National Assembly
- Post:** Assistant Hansard Editor
- Salary:** Rs 25,525 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49, 950 x 1,625 – 56,450 (08 054 081)
- Effective Date:** 29 May 2017
- Qualifications:**
 - A. A joint degree in English and French from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
 - B. Candidates should –
 - (i) reckon at least two years’ experience in editing;
 - (ii) possess good communication and interpersonal skills;
 - (iii) have sense of responsibility, trustworthiness and discretion;
 - (iv) be customer-oriented; and
 - (v) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

- Duties:**
 1. To assist the Hansard Editor in editorial duties and proofreading of Hansards.
 2. To monitor and follow up on updated and revised versions of Hansard.
 3. To review Hansard policies, practices and procedures.
 4. To identify issues and factors that may arise with regard to the production of verbatim reports in view of initiating appropriate measures and setting up of action plans.
 5. To assist the Hansard Editor in the day-to-day management of the Hansard Unit.
 6. To provide appropriate coaching to the Hansard Reporter Cadre.

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 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms

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7. To use ICT in the performance of his duties.
8. 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 Assistant Hansard Editor in the roles ascribed to him.

Note

The Assistant Hansard Editor will be required to work at staggered hours.

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Administrative Reforms*

