

GOVERNMENT OF MAURITIUS

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

- Department:** National Assembly
- Post:** Assistant Hansard Reporter and Sub Editor
- Salary:** Rs 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 –
21,950 x 625 – 23,200 x 775 – 31,725 (08 027 062)
- Effective Date:** 04 July 2019
- Qualifications:**
- A. A Cambridge Higher School Certificate with a pass at “Principal Level” in English or Literature in English and French or Passes in at least two subjects including English or Literature in English and French obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) be proficient in English and French; and
- (ii) be computer literate.

Candidates should produce written evidence of knowledge claimed.

NOTE

Selected candidates will be required to follow on-the-job training in computer-assisted transcriptions, voice accent training and voice recognition technology and desktop publishing software.

- Duties:**
1. To assist the Hansard Reporter and Sub Editor –
- (i) in performing Annotation and report proceedings of Parliament Sittings, Committees and other international forums;
- (ii) in the transcription and sub editing of Parliamentary Sittings, Committees and other international forums;
- (iii) in proofreading of Hansard and making corrections thereof for the Pre-Press Unit;

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CERTIFIED CORRECT

D. Gowry
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D. Gowry (Mrs)
for Secretary for Public Service

04 July 2019

Date.....

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- (iv) in maintaining up-to-date information pertaining to Hansard; and
 - (v) in the preparation of Table of Contents and Indexes for bound volumes of Hansard.
2. To recommend corrections for publication on website or for the Pre-Press Unit.
 3. To undertake research to obtain information to clarify meaning and confirmations of reports.
 4. To acquire knowledge of legislation, legislative procedures, Standing Orders and parliamentary processes.
 5. To use ICT in the performance of his duties.
 6. 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 Reporter and Sub Editor in the roles ascribed to him.

Note

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



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