

GOVERNMENT OF MAURITIUS

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

- Department:** National Assembly
- Post:** Chief Hansard Reporter and Sub Editor
- Salary:** Rs 33,425 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 (08 064 077)
- Effective Date:** 11 September 2018
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Senior Hansard Reporter and Sub Editor who reckon at least three years' service in a substantive capacity in the grade and who –
- (i) possess leadership, managerial and organising skills;
 - (ii) possess strong communication and interpersonal skills; and
 - (iii) have the ability to work under pressure and meet tight deadlines.
- Role and Responsibilities:** To be responsible to the Hansard Editor for providing reporting and sub editing services in line with the goals and objectives of the Hansard Unit.
- Duties:**
1. To ensure timely and accurate reporting and transcription of Parliamentary Sittings, Committees and other international forums.
 2. To monitor Annotation exercises, find titles and headings given to Parliamentary Questions, prepare checklist of PQs within categories such as Withdrawn, Written, following a Parliamentary Sitting.
 3. To coordinate the work of the Hansard Reporter Cadre including allocation of 'Takes' and general supervision of breakdown thereof in audio-recording tapes for onwards transcription and prepare roster for Annotation.
 4. To proofread Hansard, merge 'Takes' monitor transcription and sub editing of verbatim reports for merging purposes and for dispatch to Members of Parliament and government officials.
 5. To follow up and prepare updated records for Written Questions.
 6. To undertake research work in connection with Hansard, as and when required, and to liaise with Ministries and Departments.

/2...



CERTIFIED CORRECT

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

11 September 2018
Date.....

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

-2-

7. To liaise and coordinate with subordinate staff in the compilation exercise of Hansard for the purpose of publication on the website.
8. To monitor updating of Hansard and Parliamentary Committees.
9. To monitor and finalise Table of Contents and Index for bound volumes of Hansard.
10. To coach Hansard Reporter and Sub Editors and Assistant Hansard Reporter and Sub Editors.
11. To perform transcription exercises, as and when necessary.
12. To use ICT in the performance of his duties.
13. 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 Chief Hansard Reporter and Sub Editor in the roles ascribed to him.

Note

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



CERTIFIED CORRECT

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

11 September 2018
Date.....