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GOVERNMENT OF MAURITIUS

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

**Department:** National Assembly

**Post:** Clerk of the National Assembly

**Salary:** Rs 122,000 (02 000 106)

**Effective Date:** 05 July 2016

**Qualifications:** A. By promotion, on the basis of experience and merit, of an officer in the grade of Deputy Clerk, National Assembly who reckons at least four years' service in a substantive capacity in the grade.

**NOTE**

In the absence of a suitably qualified officer in the grade of Deputy Clerk, National Assembly, by selection from among serving officers not below the level of Deputy Permanent Secretary who possess a degree in Law or Law and Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

- (i) have a sound knowledge of the Law, Privileges, Proceedings and Usage of Parliament, that is, the provisions of the Constitution of Mauritius and of the other pieces of legislations regarding the National Assembly, of the Standing Orders and Rules of the National Assembly and of the relevant practice of the Commons House of Parliament of Great Britain and Northern Ireland (Erskine May Parliamentary Practice);
- (ii) have strong managerial and leadership qualities;
- (iii) have a good knowledge of modern English usage, both written and spoken; and
- (iv) possess sound judgement, good organisational and administrative skills.

**Role and Responsibilities:**

To be responsible for the smooth running of the National Assembly in compliance with the Law, Privileges and Usage of Parliament and for the management and administration of the Parliamentary service.

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*[Signature]*  
.....  
for Senior Chief Executive  
Ministry of Civil Service and  
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**Duties:**

1. To administer Oath of Allegiance to or Affirmation or Declaration by new Members at its first sitting after any general election.
2. To conduct the election of a Speaker at its first sitting after any general election.
3. To advise the Speaker of the National Assembly regarding Parliamentary practice and procedures and on international issues affecting such practice and procedures.
4. To guide Members of the National Assembly on Parliamentary practice and procedures.
5. To send to each Member of the National Assembly, copy of the Order Paper stating the business to be dealt with at any sitting of the Assembly, not less than three days before the commencement of the sitting, unless the Assembly resolves to meet earlier.
6. To be the custodian of the records of the Assembly and of all papers laid before the Assembly.
7. To print and publish Bills from the draft handed over to him by the Member in charge thereof and to satisfy himself that –
  - (i) the Bill is divided into clauses numbered consecutively;
  - (ii) a title for each clause is printed before each clause;
  - (iii) the provisions of the Bill do not go beyond its long title;
  - (iv) the provisions of the Bill comply with the provisions of Standing Order 73 (Public Money), in the case of a Private Bill; and
  - (v) if the Bill is a Private Bill, the provisions of Standing Order 66(7) have been complied with.
8. To keep minutes of the proceedings of the Assembly and of Committees of the whole House and to circulate copy thereof as soon as possible after each sitting.
9. To publish, under the Authority of the Assembly, the Official Reports of the sittings of the Assembly prepared under the supervision of the Speaker of the National Assembly.

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10. To receive papers required to be laid before the Assembly by statute and such other paper, including reports and other documents presented by Ministers and reports from Select Committees and for presentation thereof to the Assembly.
11. To examine motions and petitions presented by Members of the Assembly and for the submission thereof for the approval of the Speaker of the National Assembly.
12. To receive notice of Parliamentary Questions for oral and written answers and of Private Notice Questions within the time limit prescribed therefor and for the sub-editing and placing thereof upon the Order Paper.
13. To take divisions on votes on challenges of decisions on questions put before the Assembly.
14. To submit Bills passed to the President of the Republic for his Assent or other Order.
15. To return Bills which have been reconsidered by the Assembly, to the President of the Republic with a report of the Assembly's decision and of the voting thereon, together with amendments considered and agreed to, if any.
16. To receive Private Bills, to print and circulate same to Members and to publish them in the Government Gazette.
17. To be the Committee Clerk of Select Committees.
18. To be the Secretary of the Mauritius Branch of inter parliamentary organisations such as, the SADC Parliamentary Forum, the Commonwealth Parliamentary Association, the Inter Parliamentary Union, the Association Parlementaire de la Francophonie and others and to be the liaison officer for other regional and international parliamentary organisations and other international organisations.
19. To use ICT in the performance of his duties.
20. 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 Clerk of the National Assembly in the roles ascribed to him.



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