

GOVERNMENT OF MAURITIUS

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

Department: National Assembly

Post: Hansard Editor

Salary: Rs 39,575 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 (08 070 085)

Effective Date: 29 May 2017

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Assistant Hansard Editor who reckon at least three years' service in a substantive capacity in the grade and who –

- (i) have a high sense of responsibility, trustworthiness and discretion;
- (ii) possess strong communication and interpersonal skills; and
- (iii) are able to lead a team of officers.

Role and Responsibilities: To be responsible for the efficient and effective management of the Hansard Unit of the National Assembly.

- Duties:**
1. To assist the Clerk of the National Assembly in the performance of his duties.
 2. To plan, organise and supervise the work of staff working under his responsibility.
 3. To undertake editorial duties.
 4. To prepare and oversee the publishing of reports of parliamentary proceedings.
 5. To develop, monitor and implement editing and publishing protocols and policies.
 6. To participate in intra-departmental committees.
 7. To ensure that critical reporting and publishing deadlines are met.
 8. To act as mentor and provide training and guidance to subordinate staff.
 9. To use ICT in the performance of his duties.

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[Signature]

 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms



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PUBLIC SERVICE COMMISSION REGULATIONS**

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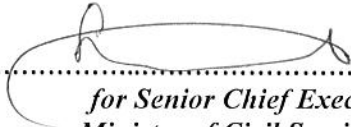
10. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Hansard Editor in the roles ascribed to him.

Note

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



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