

GOVERNMENT OF MAURITIUS

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

- Department:** National Assembly
- Post:** Hansard Reporter and Sub Editor
- Salary:** Rs 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 39,575 (08 051 070)
- Effective Date:** 11 September 2018
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Assistant Hansard Reporter and Sub Editor who reckon at least four years' service in a substantive capacity in the grade and who –
- (i) possess sound knowledge of Parliamentary practice and procedures;
  - (ii) possess effective communication and interpersonal skills; and
  - (iii) have the ability to work under pressure and meet tight deadlines.
- Duties:**
1. To take down Annotation and accurate reporting of Parliamentary Sitings, Committees and other international forums.
  2. To undertake transcription and sub editing of Parliamentary Sitings, Committees and other international forums.
  3. To ensure accurate reporting procedure with quotations and other references checked and corrected and resolve any query or ambiguity relating to the copies of proceedings.
  4. To prepare dispatch of transcripts for Parliamentary Sitings and Committees.
  5. To proofread Hansard and prepare Table of Contents and Indexes for bound volumes of Hansard.
  6. To follow up and update Written Questions in Hansard.
  7. To assist in maintaining up-to-date information pertaining to Hansard resources.
  8. To carry out research work in connection with Hansard.
  9. To use ICT in the performance of his duties.

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**CERTIFIED CORRECT**

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

**11 September 2018**

Date.....

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-2-


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 Reporter and Sub Editor in the roles ascribed to him.

**Note**

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



**CERTIFIED CORRECT**

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

**11 September 2018**  
Date.....