


GOVERNMENT OF MAURITIUS

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

- Department:** National Assembly
- Post:** Senior Hansard Reporter and Sub Editor
- Salary:** Rs 28,625 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 45,375
(08 058 074)
- Effective Date:** 11 September 2018
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Hansard Reporter and Sub Editor who reckon at least four years' service in a substantive capacity in the grade and who –
- (i) have a good knowledge of Parliamentary practice and procedures;
 - (ii) possess good communication and interpersonal skills; and
 - (iii) have the ability to work under pressure and meet tight deadlines.
- Duties:**
1. To take down Annotation and ensure accurate reporting of Parliamentary Sittings, Committees and other international forums.
 2. To undertake transcription exercises, as and when required.
 3. To distribute 'Takes' for transcription and sub editing.
 4. To proofread Hansard, sub edit, monitor and check transcripts of subordinate staff.
 5. To insert amendments, as and when necessary, for Parliamentary Sittings, Committees and other international forums.
 6. To merge 'Takes' and prepare transcripts for editing, assist the Chief Hansard Reporter and Sub Editor in finalising and cross-checking details of verbatim reports prior to online publishing and printed versions of Hansard.
 7. To check written questions and prepare checklist for follow-up actions.
 8. To assist in classification, custody, keeping archives, retrieval and cross-checking of documents against references.

/2...

CERTIFIED CORRECT


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

11 September 2018
Date.....



GOVERNMENT OF MAURITIUS

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

-2-

9. To ensure that Table of Contents and indexing for bound volumes of Hansard are carried out properly.
10. To undertake research work for information, figures and facts from appropriate sources for finalisation of Hansard.
11. To assist the Chief Hansard Reporter and Sub Editor in the follow-up exercise and record of updated list of Written Questions.
12. To monitor dispatch of transcript for Parliamentary Sitings and Committees.
13. To use ICT in the performance of his duties.
14. 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 Senior Hansard Reporter and Sub Editor in the roles ascribed to him.

Note

The Senior 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.....

