

GOVERNMENT OF MAURITIUS

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

Ministry: Agro-Industry and Food Security

Post: Confidential Secretary (Ex-Tea Board)

Salary: Rs 19,200 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 38,350 (08 043 069)

Effective Date: 16 December 2016

Qualifications: By appointment of the Confidential Secretary on the establishment of the former Tea Board who has been redeployed to the Ministry of Agro-Industry and Food Security.

NOTE

The Confidential Secretary (Ex-Tea Board) may be required to follow training, as and when required, to equip him to perform his task.

- Duties:**
1. To arrange for appointments and deal with enquiries.
 2. To make telephone calls and screen incoming calls and visitors and determine the course of action required for satisfactory disposition.
 3. To take messages and facilitate the process of communication between the relevant stakeholders.
 4. To perform general secretarial duties including the taking of notes, typing, classification and retrieval of records and documents.
 5. To perform word processing and telex/fax duties and simple computer/data processing work and operate e-mail services.
 6. To keep track of important documents, papers and make them available expeditiously.
 7. To prioritise work on a daily basis and to be responsible for ensuring that deadlines are met and appointments honoured.
 8. To ensure that meetings are well organised and take place in time and appropriate information is made available.

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[Signature]
 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms

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9. 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 Confidential Secretary (Ex-Tea Board) in the roles ascribed to him.

Note

The Confidential Secretary (Ex-Tea Board) may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.



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