

GOVERNMENT OF MAURITIUS


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

- Ministry:** Arts and Culture
- Post:** Assistant Co-ordinator, CELPAC
- Salary:** Rs 27,075 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 48,425
(05 056 076)
- Effective Date:** 29 December 2017
- Qualifications:**
- A. By selection from among serving officers who reckon at least four years' service in a substantive capacity in their respective grade and who possess a diploma in Information System or Library and Information Science or Administration or Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) possess good supervisory skills; and
- (ii) interpersonal and communication skills.
- Duties:**
1. To assist the Co-ordinator, CELPAC in the overall management and coordination of all regional centres.
 2. To deputise for the Co-ordinator, CELPAC during his absence.
 3. To assist in the organisation of artistic, cultural, educational and other activities/events.
 4. To effect site visits in connection with the activities of the Centre de Lecture Publique et d'Animation Culturelle (CELPAC) regional centres and report thereon.
 5. To monitor requests and delivery of stores items and other materials pertaining to CELPAC regional centres.
 6. To prepare briefs/reports on the activities of the CELPAC regional centres, as and when required.

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CERTIFIED CORRECT


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for Secretary for Public Service

29 December 2017

Date.....

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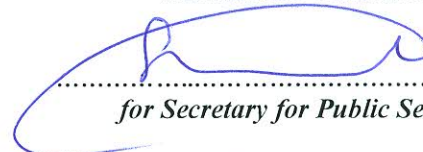
7. To arrange for replacement of staff in the CELPAC regional centres, as and when required.
8. To carry out training needs analysis.
9. To monitor work of the CELPAC regional centres and Head Office.
10. To check registers, ledgers, inventory/imprest books, record of journals and magazines and report discrepancies.
11. To use ICT in the performance of his duties.
12. 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 Assistant Co-ordinator, CELPAC in the roles ascribed to him.

Note

The Assistant Co-ordinator, CELPAC will be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.



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