

GOVERNMENT OF MAURITIUS

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

Ministry: Arts and Culture

Post: Attendant/Senior Attendant (Arts and Culture)

Salary: Rs 10,425 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,025 (24 14 42)

Effective Date: 30 October 2015

Qualifications: A. By selection from among serving employees on the permanent and pensionable establishment who possess a Cambridge School Certificate or have obtained passes on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission.

NOTE

In the absence of qualified serving employees, by selection from among candidates who possess a Cambridge School Certificate or have obtained passes on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission.

- B. Candidates should –
- (i) be able to communicate in English and French;
 - (ii) possess qualities such as reliability and trustworthiness;
 - (iii) possess communication and interpersonal skills; and
 - (iv) have the ability to work in a team.

Duties: 1. To collect the keys of the offices and centres falling under the aegis of the Ministry of Arts and Culture and deposit same from/to the nearest Police Station/Police Post.

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms
30 October 2015*

Date.....

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2. To open and close the offices and centres falling under the aegis of the Ministry of Arts and Culture.
3. To maintain, clean and dust the rooms, including window panes, furniture and materials of the offices and centres.
4. To run official errands and answer telephone calls.
5. To keep watch over offices and centres during opening hours.
6. To be in attendance at the reception counter of the Ministry, as and when required.
7. To assist in the arrangement of furniture and equipment within office premises.
8. To perform simple binding duties.
9. To ensure that all switches/lights are turned off before leaving office every afternoon.
10. When posted to the Centre de Lecture Publique et d'Animation Culturelle (CELPAC) offices –
 - (a) to help the Library and Animation Officer/Senior Library and Animation Officer in –
 - (i) classifying materials, shelving and doing minor book repairs; and
 - (ii) activities/functions/events organised at regional centres.
 - (b) to operate office equipment such as duplicating, photocopying and fax machines.
11. 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 Attendant/Senior Attendant (Arts and Culture) in the roles ascribed to him.

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Note

Attendant/Senior Attendants (Arts and Culture) will be required to work at staggered hours.



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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

30 October 2015

Date.....