

GOVERNMENT OF MAURITIUS

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

- Ministry:** Prime Minister's Office (National Development Unit)
- Post:** Clerical Officer/Higher Clerical Officer (Ex-SMEDA)
- Salary:** Rs 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 30,175 (08 027 060) (Personal)
- Effective Date:** 03 January 2019
- Qualifications:** By appointment of the Clerical Officer/Higher Clerical Officer (Personal) on the establishment of the former Small and Medium Enterprises Development Authority who has been redeployed to the National Development Unit.
- Duties:**
1. To perform duties of a clerical nature such as –
 - (a) the preparation, scrutiny and processing of straightforward documents and records;
 - (b) the preparation of simple documents subject to check;
 - (c) arithmetical work;
 - (d) the drafting of replies to simple correspondence; and
 - (e) simple data entry and updating of information in a computer system, as and when required.
 2. To carry out registry, simple finance, human resource and procurement and supply duties, under supervision.
 3. To control a small sub-section.
 4. To perform microfilming.
 5. To operate modern office equipment such as telefax machine and electronic photocopying machine.
 6. To guide members of the public, as and when required.
 7. To carry out simple research in connection with official documents.
 8. To keep records regarding documents, books and magazines of the National Development Unit and to assist users by providing relevant information, whenever required.

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CERTIFIED CORRECT

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N. Auchoybur (Mrs)
for Secretary for Public Service

03 January 2019

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9. To assist in duties relating to meetings, organisation of official functions, training programmes and other activities.
10. To use ICT in the performance of his duties.
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 Clerical Officer/Higher Clerical Officer (Ex-SMEDA) in the roles ascribed to him.



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N. Auchoybur (Mrs)
for Secretary for Public Service

03 January 2019

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