


GOVERNMENT OF MAURITIUS

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

- Ministry:** Business, Enterprise and Co-operatives (Business and Enterprise Division)
- Post:** Receptionist/Word Processing Operator (Ex-SMEDA)
- Salary:** Rs 13,790 x 260 – 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 – 29,400 (08 026 059) (Personal)
- Effective Date:** 06 February 2019
- Qualifications:** By appointment of the Receptionist/Word Processing Operator (Personal) on the establishment of the former Small and Medium Enterprises Development Authority who has been redeployed to the Ministry of Business, Enterprise and Co-operatives (Business and Enterprise Division).
- Duties:**
1. To type and collate official documents.
 2. To perform word processing and computer/data processing work and operate telefax and e-mail services.
 3. To operate the reception centres of the Ministry's Offices.
 4. To maintain a register of all visitors.
 5. To assist visitors by providing information to them to facilitate their contact with officers of the Ministry.
 6. To control access to offices of the Ministry.
 7. To take messages from outside callers and transmit same to officers concerned.
 8. To operate the telephone switchboard (PABX).
 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 Receptionist/Word Processing Operator (Ex-SMEDA) in the roles ascribed to him.



CERTIFIED CORRECT


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D. Gowry (Mrs)
for Secretary for Public Service

06 February 2019

Date.....