

GOVERNMENT OF MAURITIUS

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

- Ministry:** Education and Human Resources
- Post:** School Clerk
- Salary:** Rs 12,425 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 27,425 (08 22 54)
- Effective Date:** 16 July 2014
- Qualifications:**
  - A. (i) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or
  - (ii) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings passes have been obtained 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.

**Note**

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”

**OR**

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

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CERTIFIED CORRECT

*Alecson*

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

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C. Candidates should be computer literate.

**Note**

Qualification at A above should have been obtained prior to qualification at B above.

Candidates should produce written evidence of knowledge claimed.

**Duties:**

1. To perform under the general supervision and responsibility of the head of school, non-pedagogical duties such as -
  - (a) supervision of the preparation and/or distribution of food, shoes, school furniture, materials and any other items to school children;
  - (b) compilation of statistical data;
  - (c) assisting in -
    - (i) the inventory of school furniture, materials and equipment, including audio-visual materials;
    - (ii) orderly duties and in the rendering of first aid; and
    - (iii) the upkeep of the school premises, furniture and all school equipment.
  - (d) keeping of accounts and/or fund in respect of the School Garden Fund, Canteen Fund and any other funds and effecting payments or receiving money due;
  - (e) running the school library and the Multi Media Laboratory; and
  - (f) attending all Parent Teacher Association meetings and helping in any extra-curricular activities, as and when required.

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*Alexander*

.....  
*for Senior Chief Executive  
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2. To perform word processing and other basic ICT functions, including assisting the head of school in the use of ICT in the administration and management of school.
3. 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 School Clerk in the roles ascribed to him.

**Note**

School Clerks will be required to work during school vacations and, if the need arises, they may be called upon to provide their services in other sections of the Ministry during that period.



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