

GOVERNMENT OF MAURITIUS

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

**Ministry:** Education and Human Resources

**Post:** Liaison Officer/Senior Liaison Officer

**Salary:** Rs 17,675 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 46,775 (06 39 71)

**Effective Date:** 24 March 2014

**Qualifications:**

A. By selection from among officers on the establishment of the Ministry who hold a substantive appointment and who possess a diploma in Personnel Management or Public Administration and Management or Management with specialisation in Human Resource Management or Public Administration and Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

- (i) possess good organisational, interpersonal and communication skills;
- (ii) have a good grasp of developments in the education sector;
- (iii) have good knowledge of public relations; and
- (iv) have innovative and creative capabilities.

Candidates should produce written evidence of knowledge claimed.

**Duties:**

1. To inform the public on educational policies and activities of the Ministry.
2. To establish close links between the educational institutions and the community.
3. To enquire into representations and grievances received, submit reports thereon and follow up with appropriate divisions on remedial action taken.
4. To inquire into problems in schools and report to relevant zones and subsequently to the Ministry’s Headquarters, if required.

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for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

24 March 2014

Date.....

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5. To conduct surveys related to education and compile data.
6. To assist in the organisation of official functions of the Ministry.
7. To process applications for use of school premises and equipment.
8. To submit annual reports including recommendations for improving Public Relations services dispensed in zones and at the Ministry's Headquarters.
9. To act as Secretary to Committees, as and when required.
10. To provide information and guidance to Parent Teachers' Associations.
11. To work in close collaboration with Parent Teachers' Associations.
12. To process applications for grant in aid to Parent Teachers' Associations.
13. To assist in the admission and transfer exercises for students of Forms I –IV and Lower VI.
14. To promote good relations with the public and other authorities.
15. To use ICT in the performance of his duties.
16. 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 Liaison Officer/Senior Liaison Officer in the roles ascribed to him.



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

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