

GOVERNMENT OF MAURITIUS

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

- Ministry:** Education and Human Resources, Tertiary Education and Scientific Research
- Post:** Office Helper (Ex SPI)
- Salary:** Rs 10,425 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 17,675 (24 14 39)
- Effective Date:** 8 October 2015
- Qualifications:** By appointment of the General Worker (Ex SPI) who was previously employed as General Worker/Gardener on the establishment of the former Farmers' Service Corporation and redeployed to the Ministry of Education and Human Resources, Tertiary Education and Scientific Research.
- Duties:**
 1. To open and close offices.
 2. To run official errands, including the despatch of correspondence, forms and materials and the distribution of files, documents and faxes.
 3. To usher in/guide visitors to schedule officers and maintain a record of such visits, as and when required.
 4. To clean premises and to maintain the physical environment at a good standard.
 5. To ensure that all switches/lights are turned off before leaving office every afternoon.
 6. To operate a telephone switchboard/PABX console, as and when required.
 7. To operate office equipment such as duplicating, photocopying and fax machines.
 8. To be in attendance at the reception counter of a section/unit/division of the Ministry, as and when required.
 9. To assist in the arrangement of furniture and equipment within office premises.
 10. To perform simple binding duties.
 11. To collect keys and deposit same from/to Police Station/Police Post, as and when required.
 12. 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 Office Helper (Ex SPI) in the roles ascribed to him.



CERTIFIED CORRECT

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

8 October 2015

Date.....