

GOVERNMENT OF MAURITIUS

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

- Department:** Employment Relations Tribunal
- Post:** Senior Transcriber
- Salary:** Rs 29,050 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 50,900 (08 060 081)
- Effective Date:** 27 August 2024
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Transcriber who reckon at least two years' service in a substantive capacity in the grade and who –
- (i) possess organising and supervisory skills;
 - (ii) possess good interpersonal and communication skills; and
 - (iii) have the ability to meet tight deadlines.
- Role and Responsibilities:** To be responsible to the Registrar, Employment Relations Tribunal for the effective recording and accurate transcription and reporting of the proceedings in line with the goals and objectives of the Tribunal.
- Duties:**
1. To allocate, monitor and supervise the work of Transcribers of the Employment Relations Tribunal.
 2. To undertake effective recording, annotations and transcription exercises, as and when required.
 3. To check, merge and enumerate transcripts of subordinate staff.
 4. To operate the digital recording system, as and when required.
 5. To use ICT in the performance of his duties.
 6. 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 Senior Transcriber in the roles ascribed to him.



CERTIFIED CORRECT

B. D. Nundloll

B. D. Nundloll (Mrs)
for Secretary for Public Service

27 August 2024

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