

GOVERNMENT OF MAURITIUS

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

- Ministry:** Housing and Lands
- Post:** Executive Officer (Ex-SMEDA)
- Salary:** Rs 17,375 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 (08 038 063) (Personal)
- Effective Date:** 18 December 2018
- Qualifications:** By appointment of the Executive Officer (Personal) on the establishment of the former Small and Medium Enterprises Development Authority who has been redeployed to the Ministry of Housing and Lands.
- Duties:**
1. To provide administrative support to the Ministry of Housing and Lands in general administration, human resource management or other areas, which include *inter alia* –
 - (i) scrutiny and critical examination of correspondence/documents;
 - (ii) suggestions and recommendations in cases processed;
 - (iii) compilation and orderly presentation of information;
 - (iv) drafting of letters;
 - (v) implementation of decisions; and
 - (vi) research work in connection with activities/policies of the Ministry.
 2. To be responsible for the proper running of a small division/section/unit, wherever necessary.
 3. To coordinate and monitor the work of junior staff under his responsibility.
 4. To act as secretary to committees, as and when required.
 5. To assist in the organisation of official functions and other activities.
 6. To undertake simple data and word processing operations on computers in exercise of his duties.
 7. To use ICT in the performance of his duties.
 8. 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 Executive Officer (Ex-SMEDA) in the roles ascribed to him.

CERTIFIED CORRECT

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N . Auchoybur (Mrs)
for Secretary for Public Service

18 December 2018

Date.....

