

GOVERNMENT OF MAURITIUS

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

**Department:** National Transport Authority

**Post:** Transport Planning Officer

**Salary:** Rs 12,925 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 - 28,925 (26 24 56)

**Effective Date:** 19 November 2013

**Qualifications:**

A. A Cambridge Higher School Certificate with a pass at “Principal Level” in Mathematics or Accounting or Passes in at least two subjects including Mathematics or Accounting obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should be computer literate.

Candidates should produce written evidence of knowledge claimed.

- Duties:**
1. To conduct transport studies and surveys in various localities at specific times of the day.
  2. To collect, compile and analyse data required for planning, costing and tariff setting purposes.
  3. To inspect and analyse operators’ returns and records for the verification of traffic operations and financial returns and to determine the adequacy or otherwise of the transport services.
  4. To attend court, whenever necessary.
  5. To represent the National Transport Authority on committees/meetings and liaise with other organisations, as and when required.
  6. To input and retrieve data from the computerised system, whenever required by the Planning Section.
  7. To deal with requests from Ministries/Departments and local authorities in connection with sitting of bus stops, bus stands and pull-ins.

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**CERTIFIED CORRECT**

*[Signature]*

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

19 November 2013

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-2-

8. To use ICT in the performance of his duties.
9. 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 Transport Planning Officer in the roles ascribed to him.

**Note**

Transport Planning Officers may be called upon to work outside normal working hours, including Saturdays, Sundays and Public Holidays.



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