

GOVERNMENT OF MAURITIUS

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

Department: National Transport Authority

Post: Senior Planning Assistant

Salary: Rs 17,800 x 600 – 23,200 x 800 – 26,400 (26 42 55)

Effective Date: 14 August 2012

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Planning Assistant who reckon at least four years' service in a substantive capacity in the grade and who possess organising and supervisory skills.

- Duties:**
1. To be responsible to the Transport Planner for the proper maintenance of information and data required for planning and costing purposes.
 2. To submit reports on the analysis of the findings of studies and surveys carried.
 3. To monitor the work of Planning Assistants.
 4. To conduct transport studies and surveys in various localities at specific times of the day.
 5. To analyse and collate the information and data required for planning and costing purposes.
 6. To represent the Authority on committees/meetings and liaise with other organisations, as directed by the Transport Planner.
 7. To attend court, whenever necessary.
 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 Senior Planning Assistant in the roles ascribed to him.

Note

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



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

14 August 2012

Date.....