

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

Ministry: Rodrigues and Outer Islands

Post: Executive Assistant

Salary: Rs 9,000 x 250 – 10,000 x 300 – 10,600 x 400 – 15,000 (08 28 45) (Personal)

Effective Date: 19 April 2006

Qualifications: By selection from among officers holding a substantive appointment in the grade of Clerk and reckoning at least four years' service as from the date they joined service.

Candidates will be required to take a written competitive examination conducted by the Public service Commission designed to:-

- (a) assess their knowledge of the Public Service Commission Regulations, the Personnel Management Manual and the procedures of the Government of Mauritius for the conduct of its business; and
- (b) test their knowledge of current affairs and their ability to express themselves coherently on matters of public interest.

Note

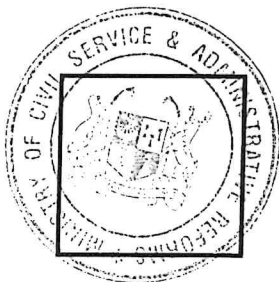
For the first intake, by appointment of the officers in the grade of Executive Assistant who are serving on temporary transfer on the establishment of the Ministry.

NOTE

Executive Assistants will be required to follow appropriate courses to make them familiar with the use of information technology.

- Duties:**
1. To provide administrative support to the Ministry/Department 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;

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*for Senior Chief Executive
Ministry of Civil Service and
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-2-

- (iv) drafting of letters;
 - (v) implementation of decisions; and
 - (vi) research work in connection with activities/policies of the Ministry/Department.
2. To be responsible for the proper running of a small division/section/unit, whenever 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 the exercise of his duties.
 7. To perform such cognate duties as may be assigned.

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