GOVERNMENT OF MAURITIUS

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

Ministry: Prime Minister’s Office (National Development Unit)

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: 03 January 2019

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 National Development Unit.

Duties:
1. To provide administrative support to the National Development Unit in general
administration, human resource management or other areas, which include inter
alia –
   (i) scrutiny and critical examination of correspondence/documents;
   (ii) making 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 National
       Development Unit.

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 the
exercise of their 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. Auchobur (Mrs)
for Secretary for Public Service
03 January 2019
Date.................................................