

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

- Ministry:** Prime Minister's Office
- Post:** Personal Secretary
- Salary:** Rs 23,200 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 32,500 (08 51 61)
- Effective Date:** 15 September 2010
- Qualifications:** By appointment of an experienced officer whose ability, discretion and loyalty for this post of highest security trust, are beyond doubt and who –
- (i) reckons at least 15 years' service not below the grade of Word Processing Operator in the General Services under the aegis of the Ministry of Civil Service and Administrative Reforms;
  - (ii) possesses good communication and interpersonal skills;
  - (iii) has the ability to handle confidential and sensitive matters with discretion and tact;
  - (iv) is able to work under pressure whilst keeping composure;
  - (v) is reliable and trustworthy and has a high sense of integrity, responsibility and maturity;
  - (vi) possesses a thorough knowledge of modern office practices and procedures and is conversant with relevant computer packages including the use of internet and e-mail; and
  - (vii) has a pleasant personality.
- Duties:**
- 1. To provide general secretarial and administrative support to the Prime Minister to enable him to discharge the responsibilities of his office in the most effective and efficient manner.
  - 2. To be in charge of the day-to-day running of the office and the Secretariat attached to the office.
  - 3. To perform general executive duties.

/2...



**CERTIFIED CORRECT**

*Alexander*

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

**15 SEP 2010**

Date.....

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

-2-

4. To prioritise work on a daily basis and to be responsible for ensuring that deadlines are met and appointments honoured.
5. To ensure that meetings are well organised and take place in time and appropriate information is made available.
6. To provide proper stewardship to the office.
7. To screen incoming calls and visitors and determine the course of action required for satisfactory disposition.
8. To facilitate the process of communication between the office and stakeholders and other respondents.
9. To screen and prioritise all incoming correspondence, determine action required and their follow-up.
10. To keep track of important documents, papers and make them available expeditiously.
11. To liaise with clients and staff members, as and when required.
12. 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 Personal Secretary in the roles ascribed to him.

**Note**

The Personal Secretary may be required to work outside normal working hours including Sundays and Public Holidays.



**CERTIFIED CORRECT**

*Aleciasip*

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

Date..... **15 SEP 2010** .....