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GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

- Ministry:** Prime Minister's Office
- Post:** Senior Assistant Secretary
- Salary:** Rs 22,400 x 800 – 28,000 x 1,000 – 30,000 (02 57 66)
- Effective Date:** 29 January 2004
- Qualifications:** By selection from among officers in the grade of Assistant Secretary reckoning at least four years' service in a substantive capacity in the grade and having:-
- (a) knowledge of, and ability to use, modern management tools and techniques;
 - (b) leadership and organising skills;
 - (c) a high sense of responsibility and maturity; and
 - (d) good communication and interpersonal skills.
- Duties:**
1. To assist the Supervising Officer in the discharge of his duties and responsibilities.
 2. To provide support, through the Supervising Officer, to the Minister on the current government business, including his ministerial and parliamentary duties.
 3. To provide administrative support to the Supervising Officer of a Government Department, major section or unit of a Ministry and ensure that its work is carried out effectively and efficiently.
 4. To assist in the preparation of legislation in consultation with the Attorney-General's Office.
 5. To advise on policy options and their implications.
 6. To represent a department of Government on boards and committees, as and when required.
 7. To assist in the administration of the legislation relevant to the Ministry.
 8. To perform such cognate duties as may be assigned.



CERTIFIED CORRECT

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

Date 29 JAN 2004