

GOVERNMENT OF MAURITIUS

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

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Ministry: Prime Minister's Office
Post: Receptionist Guide
Salary: Rs 3,100 x 100 - 4,000 x 125 - 5,000 x 150 - 5,600 x 200 -
6,000 (GSC 3)
Effective Date: 16 May, 1994
Qualifications: Candidates should -

1. possess a Cambridge School Certificate with credit in at least English Language and French obtained at one and the same sitting

OR

a London General Certificate of Education "Ordinary Level" with passes in at least five subjects and with at least Grade C in English Language and French obtained at one and the same sitting.

2. Have a pleasant and neat appearance and should be fluent in English and French.

Proven experience as Receptionist Guide will be an advantage.

- Duties:
1. To be responsible for -
 - (a) operating the reception centres of the New Government Centre, Emmanuel Anquetil Building and other Government Offices;
 - (b) assisting visitors by providing information to them to facilitate their contact with Government officials;
 - (c) acting as liaison officer between the visitors and Ministry/Department/Office concerned;

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CERTIFIED CORRECT

M. O. L.

for Secretary for Public Service Affairs

Date..... 16 MAY 1994



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- (d) issuing appropriate passes when necessary;
- (e) maintaining a register of all visitors;
- (f) escorting visitors when necessary.

2. To perform such cognate duties as may be assigned.

Note

Receptionist Guides will be required to work on a shift system.



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