

GOVERNMENT OF MAURITIUS

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

- Ministry:** Social Security, National Solidarity and Reform Institutions
- Post:** Senior Organising Officer, Recreation Centre
- Salary:** Rs 25,925 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 43,775 (23 52 69)
- Effective Date:** 14 August 2013
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Organising Officer, Recreation Centre who reckon at least three years' service in a substantive capacity in the grade and who possess good organising, communication and interpersonal skills.
- Duties:**
 1. To assist the Manager, Recreation Centre in the performance of his duties.
 2. To check and control works carried out by contractors in relation to, *inter alia*, maintenance, cleaning, gardening and security service at the Recreation Centre.
 3. To closely monitor services provided by the caterer on site through regular inspections, meetings, briefing sessions and counselling.
 4. To supervise the work of staff posted to the Recreation Centre.
 5. To facilitate the integration of different ethnic groups of residents.
 6. To motivate residents to participate in composite recreational programmes.
 7. To make arrangements including transport arrangements for musical groups to perform for residents.
 8. To plan and organise recreational/fun activities for residents.
 9. To organise talks, seminars and workshops for residents.
 10. To ensure proper referrals/life care assistance to residents and the provision of adequate medical facilities at the Recreation Centre.
 11. To arrange for and facilitate night visits by relatives and/or friends to residents.
 12. To intervene in situations of conflict among residents, if any, and take corrective action.

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

14 August 2013

Date.....

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13. To provide counselling, whenever required.
14. To liaise with the Manager, Recreation Centre in emergency cases.
15. To arrange for urgent repairs of faults in fixture, furniture and equipment at the Recreation Centre.
16. To make proper arrangements for VIPs calling at the Recreation Centre to meet residents.
17. To use ICT in the performance of his duties.
18. 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 Senior Organising Officer, Recreation Centre in the roles ascribed to him.

Note

Senior Organising Officers, Recreation Centre may be required to work outside normal working hours including Saturdays, Sundays, Public Holidays and officially declared cyclone days and during emergencies.



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*for Senior Chief Executive
Ministry of Civil Service and
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