GOVERNMENT OF MAURITIUS

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

Organisation: Rodrigues Regional Assembly (Industrial Development and Handicraft)

Post: Marketing Assistant (Handicraft) ( Rodrigues) (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 x 925 – 37,125 x 1,225 – 38,350 (18 038 069) (Personal)

Effective Date: 11 May 2021

Qualifications: By appointment of the Marketing Assistant (Handicraft) ( Rodrigues) on the
establishment of the former Small and Medium Enterprises Development
Authority who has been redeployed to the Rodrigues Regional Assembly
(Industrial Development and Handicraft).

Duties: 1. To be responsible to the Analyst (Industry) for the performance of the
following duties –

(i) assisting in the organisation of Fairs and Exhibitions;

(ii) monitoring visits to local Small and Medium Enterprises, craft
shops and markets;

(iii) supervising and controlling receipts of products, stock and sales
record and maintaining recommended standard quality of goods
controlled;

(iv) promotion of marketing and sales of Rodriguan Handicraft to
provide visibility of same;

(v) organising and conducting training programmes, as and when
required;

(vi) providing marketing advice and assistance to Small and Medium
Enterprises; and

(vii) assisting Small and Medium Enterprises to satisfy requirements
with a view to obtaining certification standards and labels.

2. To use ICT in the performance of his duties.

3. 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
Marketing Assistant (Handicraft) ( Rodrigues) (Ex-SMEDA) in the roles
ascribed to him.

CERTIFIED CORRECT

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D. Gowry (Mrs)
for Secretary for Public Service

11 May 2021

Date........................................