

**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.....