

GOVERNMENT OF MAURITIUS

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

- Organisation:** Rodrigues Regional Assembly (Office of the Clerk)
- Post:** Assistant Reporter, Regional Assembly
- Salary:** Rs 12,925 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 –
20,675 x 750 – 28,925 (08 24 56)
- Effective Date:** 30 October 2015
- Qualifications:**
- A. A Cambridge Higher School Certificate with passes at “Principal Level” in English Language and French or Passes in at least two subjects including English Language and French obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should be computer literate.
- Candidates should produce written evidence of knowledge claimed.
- Duties:**
1. To listen to and type from audio recording, notes or minutes of debates, proceedings and meetings both in English and French.
 2. To type and collate official documents.
 3. To assist Reporters, Regional Assembly in the performance of their duties.
 4. To take down annotations of the debates of the Regional Assembly and its committees both in English and French.
 5. To transcribe recording of debates and committees from recording systems and recommend corrections for publication.
 6. To perform data processing work and to operate modern equipment such as telefax machine.
 7. To perform simple clerical duties, as and when required, to ensure speedy handling of correspondence.

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CERTIFIED CORRECT


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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*
30 October 2015
Date.....

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8. To use ICT in the performance of his duties.
9. 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 Assistant Reporter, Regional Assembly in the roles ascribed to him.

Note

Assistant Reporters, Regional Assembly may be required to work at staggered hours.



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