

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:** Editor, Rodrigues Regional Assembly
- Salary:** Rs 23,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 (08 49 75)
- Effective Date:** 01 July 2014
- Qualifications:**
- A. A Cambridge Higher School Certificate with passes at “Principal Level” in English and French obtained on one certificate or Passes in English and French obtained on one certificate at the General Certificate of Education “Advanced Level”.
- B. A degree in English or French from a recognised institution.
- OR
- Equivalent qualifications to A and B above acceptable to the Public Service Commission.
- C. Candidates should –
- (i) have a high sense of responsibility, trustworthiness and discretion;
 - (ii) have good communication and interpersonal skills and be customer-oriented;
 - (iii) be able to lead a team of officers; and
 - (iv) be computer literate.

Note

Qualification at A above should have been obtained prior to qualification at B above. However, candidates who, as at 30 June 2003, did not possess the qualification at A above, will also be considered provided they hold –

- (a) a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission; and

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CERTIFIED CORRECT


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for Senior Chief Executive
Ministry of Civil Service and
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- (b) a Master's Degree or a postgraduate diploma from a recognised institution in the field at B above or an equivalent qualification acceptable to the Public Service Commission.

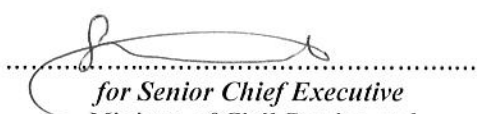
Qualification at (a) under 'Note' should have been obtained prior to qualification at B above and at (b) under 'Note'.

Candidates should produce written evidence of knowledge claimed.

Duties:

1. To be responsible to the Clerk, Rodrigues Regional Assembly for the day-to-day management of the Reporting Section.
2. To undertake editorial duties.
3. To prepare and oversee the publishing of reports of the proceedings of the Regional Assembly.
4. To develop, monitor and implement editing and publishing protocols and policies.
5. To negotiate with customers on service requirements.
6. To participate in intra-departmental committees.
7. To ensure that critical reporting and publishing deadlines are met.
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 Editor, Rodrigues Regional Assembly in the roles ascribed to him.

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