

GOVERNMENT OF MAURITIUS

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

Ministry: Youth and Sports

Post: Executive Assistant

Salary: Rs 9,000 x 250 – 10,000 x 300 – 10,600 x 400 – 15,000 (08 28 45)

Effective Date: 29 September 2005

- Qualifications:**
- A. (a) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics obtained at not more than two sittings or
 - (b) Passes not below Grade C in at least five subjects including English Language, French and Mathematics obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained 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.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".

OR

Equivalent qualifications to A and B acceptable to the Public Service Commission.

Qualification at A above should have been obtained prior to qualification at B above.

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CERTIFIED CORRECT

R.R.

.....
*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

29 SEP 2005

Date.....



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PUBLIC SERVICE COMMISSION REGULATIONS**

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Duties:

1. To assist in the public relations, press and documentation work of the Ministry.
2. To receive members of the public and to direct them to officers concerned.
3. To provide administrative support to the Ministry in general administration, human resource management or other areas which include *inter alia*:
 - (i) scrutiny and critical examination of correspondence/documents;
 - (ii) compilation and orderly presentation of information;
 - (iii) drafting of letters;
 - (iv) implementation of decisions; and
 - (v) research work in connection with activities/policies of the Ministry.
4. To act as Secretary to Committees, as and when required.
5. To assist in the organisation of official functions and other activities.
6. To perform such cognate duties as may be assigned.



CERTIFIED CORRECT

R. Rue

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

Date.....**29** SEP. 2005.....