

GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

Ministry: Tourism

Post: Executive Assistant (Tourism)

Salary: Rs 5,000 x 150 - 5,600 x 200 - 7,000 x 250 - 7,500 (GSE 2)

Effective Date: 15 June, 1995

- Qualifications:
- A. A Cambridge School Certificate with credit in five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate or a London General Certificate of Education "Ordinary Level" with passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate.
- B. A Certificate in Tourism from a recognised institution.

OR

Equivalent qualifications to A & B above acceptable to the Public Service Commission.

NOTE:

For the first intake, priority of consideration will be given to persons who are performing the duties of the Post provided they possess a Cambridge School Certificate or a London General Certificate of Education "Ordinary Level" with passes in at least five subjects including English Language obtained on one certificate and qualifications at B above.

- Duties:
1. To be in charge of the Documentation Unit of the Ministry.
  2. To be responsible for the recording, indexing, cataloguing and classification of all books and periodicals received and the circulation of all relevant materials, including press cuttings, to schedule officers.
  3. To give assistance to Tourist Officers in the performance of their duties.
  4. To perform executive duties as and when required.
  5. To assist in minor administrative functions.
  6. To perform such cognate duties as may be assigned.



CERTIFIED CORRECT

*M. C.*  
for Secretary for Public Service Affairs

Date: 15 JUN 1995