

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

Ministry: Tourism and Leisure

Post: Leisure Events Organiser

Salary: Rs 36,575 x 1,200 – 37,775 x 1,500 – 58,775 (23 64 79)

Effective Date: 15 December 2014

Qualifications:

A. A degree in Tourism, Hospitality and Leisure Management or a degree in Tourism, Leisure and Recreation Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

- (i) reckon at least four years' postgraduate experience in leisure and recreational activities;
- (ii) possess good communication and interpersonal skills;
- (iii) have the ability to lead and manage a team of officers; and
- (iv) be computer literate.

Candidates should produce written evidence of any experience/knowledge claimed.

Role and Responsibilities: To be responsible for the organisation and promotion of leisure and recreational activities/events.

Duties:

1. To advise on the formulation of policies and programmes for the promotion of leisure at national level and on the development of leisure infrastructure.
2. To elaborate, implement, monitor and evaluate leisure programmes.
3. To prepare plan of action for the Leisure Events Unit at national level on a regular basis.
4. To be responsible for the proper management and supervision of the Leisure Events Unit.

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

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Date.....

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-2-

5. To identify training needs of officers of the Leisure Events Unit and make necessary arrangements for appropriate training.
6. To liaise with national, regional and international organisations in the field of leisure.
7. To prepare annual report on the Leisure Events Unit.
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 Leisure Events Organiser in the roles ascribed to him.

Note

Leisure Events Organisers will be required to work outside normal working hours including Saturdays, Sundays and Public Holidays and officially declared cyclone days.



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