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GOVERNMENT OF MAURITIUS

Scheme of Service Specified Under Regulation 15 of the  
Public Service Commission Regulations, 1967

**Ministry:** Local Government, Rodrigues and Rural and Urban Development  
(Rodrigues - Central Administration)

**Post:** Assistant Island Secretary

**Salary:** Rs 10,770 x 300 - 11,370 x 400 - 12,970 x 500 - 15,470 x 600 -  
19,670 (ADM 2)

**Effective Date:** 11 January 2001

- Qualifications:**
- A. 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 an equivalent qualification acceptable to the Public Service Commission.
  - B. A degree from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
  - C. Candidates should:-
    - (a) have a good command of English;
    - (b) have good interpersonal and communication skills;
    - (c) possess a critical and analytical mind and have a multi-disciplinary approach to problem solving; and
    - (d) have potential ability to command and lead others to promote team work and exercise authority.

- Duties:**
- 1. To assist the Island Secretary and the Deputy Island Secretary in the effective and sound administration of Rodrigues.
  - 2. To assist in the formulation of policy and in the effective implementation of Government decisions.

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

11 JAN 2001  
Date.....

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3. To provide materials for replies to Parliamentary Questions and for use in debates, conferences and meetings.
4. To be the administrative link between the Central Administration and the various technical divisions.
5. To liaise with other Ministries/Departments on administrative matters and to negotiate with trade unions and members of the public.
6. To prepare programmes of visits for official missions, and to organise and assist in the execution of such programmes.
7. To keep the staffing requirements of Rodrigues under review and to identify and advise on the training needs of staff.
8. To act as member of committees and boards.
9. To attend to court cases.
10. To perform such cognate duties as may be assigned.



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*m. v.*  
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*for Secretary for Public Service Affairs*

11 JAN 2001  
Date.....