

GOVERNMENT OF MAURITIUS

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

- Organisation:** Rodrigues Regional Assembly – Central Administration
- Post:** Citizen’s Advice Bureau Organiser
- Salary:** Rs 9,000 x 250 - 10,000 x 300 - 10,600 x 400 - 15,000 x 500 - 17,000 x 600 - 19,400 (08 28 53)
- Effective Date:** 12 February 2004
- Qualifications:** By selection from among serving officers who reckon at least ten years' service and who possess:
 - (a) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts 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 or Principles of Accounts 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 or
 - (c) an equivalent qualification acceptable to the Public Service Commission.

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.

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CERTIFIED CORRECT

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

Date 12 FEB 2004



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NOTE

- (i) Possession of a Diploma in Social Work or Management or Mass Communication from a recognised institution or of an equivalent qualification acceptable to the Public Service Commission; and
- (ii) Experience in the use of the computer

is desirable.

Candidates should produce written evidence of all experience claimed.

Duties:

- 1. To plan and organise the smooth running of the Citizen's Advice Bureau.
- 2. To provide necessary information, advice and guidance to enquirers.
- 3. To register complaints/suggestions from members of the public and to liaise with relevant authorities.
- 4. To assist in the organisation of official functions including social and recreational activities of the Citizen's Advice Bureau.
- 5. To assist in the organisation of sensitisation and information campaigns.
- 6. To maintain and operate an up-to-date data service.
- 7. To perform such cognate duties as may be assigned.

NOTE

The Citizen's Advice Bureau Organiser will be required to work outside normal office hours and on Sundays and Public Holidays.

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