

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

- Ministry:** Local Government and Rodrigues (Rodrigues Division -Central Administration)
- Post:** Executive Assistant
- Salary:** Rs 6,775 x 175 - 6,950 x 205 - 7,770 x 300 - 10,770 (GSE 2)
- Effective Date:** 13 September 2001
- Qualifications:** By selection from among officers in the grade of Clerk who hold a substantive appointment and reckon at least four years' service as from the date they joined service.
- Candidates will be required to take a written competitive examination conducted by the Public Service Commission designed to:-
- (a) assess their knowledge of the Public Service Commission Regulations, the Personnel Management Manual and the procedures of the Government of Mauritius for the conduct of its business; and
 - (b) test their knowledge of current affairs and their ability to express themselves coherently on matters of public interest.

NOTE

Executive Assistants will be required to follow appropriate courses to make them familiar with the use of information technology.

- Duties:**
- 1. To provide administrative support in general administration, human resource management or other areas which include inter alia -
 - (i) scrutiny and critical examination of correspondence/documents;
 - (ii) suggestions and recommendations in cases processed;
 - (iii) compilation and orderly presentation of information;
 - (iv) drafting of letters;
 - (v) implementation of decisions; and
 - (vi) research work in connection with activities/policies of the Rodrigues administration.

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CERTIFIED CORRECT

[Signature]
for Secretary for Public Service Affairs

13 SEP 2001

Date.....

GOVERNMENT OF MAURITIUS

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

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2. To be responsible for the proper running of a small division/section/unit, wherever necessary.
3. To coordinate and monitor the work of junior staff under his responsibility.
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 undertake simple data and word processing operations on computers in the exercise of their duties.
7. To perform such cognate duties as may be assigned.



CERTIFIED CORRECT

M. C.
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for Secretary for Public Service Affairs

Date..... 13 SEP 2001