GOVERNMENT OF MAURITIUS

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.

CERTIFIED CORRECT

[Signature]

for Secretary for Public Service Affairs

13 SEP 2001
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.