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

Division: District Administration, Rodrigues
Post: Higher Executive Officer (Rodrigues)
Salary: Rs 1,185 x 45 - 1,500 (Exc 7)
Rs 500 x 150 - 5,600 x 200 - 6,200 (E & E 5)
Effective date: 31st August, 1984
Qualifications: By promotion on the basis of experience and merit of Executive Assistants who have served at least two years in the grade.

Duties:
1. To perform, in accordance generally with administrative regulations or an established code of administrative practice:-

(a) duties requiring an adequate knowledge of specialised functions (including establishment and finance) and the application of a significant measure of judgment and initiative;

(b) duties requiring:

(i) a good understanding of policies and the conduct of business of a Ministry or Department; and
(ii) an ability to effectively serve the policy-making process and in particular, interpret policy directives and implement them with a measure of final responsibility.

(c) any general executive duties that may be conveniently grouped within a Ministry or Department, or which constitute a special function of a Ministry or Department; and, in every instance, to finally determine some matters in the exercise of discretionary powers.

2. To perform such cognate duties as may be assigned.