

GOVERNMENT OF MAURITIUS

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

- Organisation:** Rodrigues Regional Assembly (Central Administration)
- Post:** Office Caretaker
- Salary:** Rs 8,000 x 200 – 10,200 x 250 – 11,700 x 300 – 12,600 (24 10 30)
- Effective Date:** 10 May 2010
- Qualifications:** By selection from among serving employees on the permanent and pensionable establishment who –
 - (a) possess the Cambridge School Certificate or have obtained passes on one certificate at the General Certificate of Education "Ordinary Level" 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 an equivalent qualification acceptable to the Public Service Commission;
 - (b) possess qualities such as reliability and trustworthiness;
 - (c) have a positive attitude towards work and are able to get on well with people; and
 - (d) have the ability to communicate in English and French.

Note

In the absence of suitably qualified serving employees, by selection from among candidates who possess the qualifications at (a) to (d) above.

- Duties:**
 1. To collect keys and deposit same from/to Police Station/Police Post.
 2. To open and close offices.
 3. To run official errands, including the despatch of correspondence, forms and materials and the distribution of files, documents and faxes.
 4. To usher in/guide visitors to the schedule officers and maintain a record of such visits, if so required.
 5. To clean premises and to maintain the physical environment at a good standard.

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

10 MAY 2010

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6. To ensure that all switches/lights are turned off before leaving office every afternoon.
7. To operate a telephone switchboard/PABX console.
8. To operate office equipment such as duplicating, photocopying and fax machines.
9. To respond to calls.
10. To be in attendance at the reception counter of a Commission/Division, as and when required.
11. To assist in the arrangement of furniture and equipment within office premises.
12. To perform simple binding duties.
13. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Office Caretakers in the roles ascribed to them.



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Ministry of Civil Service and
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