

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

- Organisation:** Rodrigues Regional Assembly (Central Administration)
- Post:** Office Management Executive
- Salary:** Rs 27,075 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 48,425  
(08 056 076)
- Effective Date:** 19 December 2018
- Qualifications:**
- A. By selection from among officers in the grades of –
- (i) Senior Executive Officer (Rodrigues) and Higher Executive Officer (Rodrigues) who reckon at least 15 years' service in a substantive capacity in the Executive Cadre; and
  - (ii) Office Management Assistant who reckon at least 15 years' service in a substantive capacity in the grade or an aggregate of at least 15 years' service in the grade of Office Management Assistant and the former grades of General Services Executive (RRA) and/or Executive Officer (Rodrigues).
- B. Candidates should –
- (i) have a thorough knowledge of the Government machinery, processes and functions;
  - (ii) possess good interpersonal, communication and leadership skills;
  - (iii) have the ability to adapt to different work situations;
  - (iv) be resourceful, proactive, prompt and be able to take initiative in problem solving;
  - (v) be able to meet tight deadlines; and
  - (vi) have a high sense of responsibility, trustworthiness and sound judgement.
- Duties:**
1. To be responsible to the Island Chief Executive/Departmental Head or to an officer designated by him for the performance of the following duties –
- (i) to manage office operations;
  - (ii) to engage in or supervise the execution of a wide range of tasks/jobs to ensure the smooth running of a Commission/Department;

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CERTIFIED CORRECT

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*D. Gowry*  
**D. Gowry (Mrs)**  
*for Secretary for Public Service*

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- (iii) to supervise, guide and train staff under his responsibility;
  - (iv) to oversee the judicious use, care and maintenance of all physical assets, equipment, space and materials;
  - (v) to coordinate building safety checks and ergonomics training for employees;
  - (vi) to keep and regularly update the Register of Assets of the Rodrigues Regional Assembly and inventory control;
  - (vii) to monitor the use of Government vehicles and to organise transport for official purposes;
  - (viii) to monitor works undertaken by contractors and to follow up on Lease/Contract Agreements in respect of office accommodation and equipment;
  - (ix) to organise official functions and welfare activities, as and when required; and
  - (x) to act as secretary to committees and represent the Commission/Department in committees, as and when required.
2. To perform, in accordance with established rules and regulations or an established code of administrative practice, duties requiring –
- (a) an adequate knowledge of specialised functions (including human resource and procurement and supply) and the application of a significant measure of judgment and initiative;
  - (b) a good understanding of policies and the conduct of business of a Commission/Department; and
  - (c) ability to effectively serve the policy-making process, and in particular, interpret policy directives and implement them with a measure of final responsibility.
3. To ensure –
- (a) maintenance and repairs of IT equipment and the provision of IT facilities;
  - (b) proper cleanliness and sanitation and maintain a conducive physical environment inside offices as well as in common places in accordance with health and safety norms; and

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- (c) the proper keeping of Attendance Register(s) or any other Attendance Recording System.
- 4. To use ICT in the performance of his duties.
- 5. 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 the Office Management Executive in the roles ascribed to him.



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