

GOVERNMENT OF MAURITIUS

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

- Organisation:** Rodrigues Regional Assembly (Central Administration)
- Post:** Receptionist/Telephone Operator
- Salary:** Rs 8,400 x 200 – 10,200 x 250 – 11,700 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 (22 12 39)
- Effective Date:** 8 October 2012
- Qualifications:** A. A Cambridge School Certificate with credit in English Language and French obtained on one certificate or Passes in at least five subjects with at least Grade C in English Language and French obtained on one certificate at the General Certificate of Education “Ordinary Level” or an equivalent qualification acceptable to the Public Service Commission.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. Candidates should –
 - (i) be fluent in English and French; and
 - (ii) be computer literate.

Candidates should produce written evidence of knowledge claimed.

- Duties:**
 1. To operate the reception counter, wherever applicable.
 2. To maintain a register of all visitors.
 3. To assist visitors by providing information to them to facilitate their contact with officers of the Division and to direct them to the appropriate offices.

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CERTIFIED CORRECT

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*for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms*

- 8 OCT 2012

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4. To control access to offices of the Divisions.
5. To take messages from outside callers and transmit same to officers concerned.
6. To operate the telephone switchboard (PABX).
7. To use ICT in the performance of his duties.
8. 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 Receptionist/Telephone Operator in the roles ascribed to him.

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