

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

S2400021

Department:

Central Administration, Rodrigues

Post:

Senior Executive Assistant *Lrestylet Senior Executive Officer*

Salary:

Rs 6,200 x 200 - 7,000 (GSE 7)

Effective Date:

6th November, 1989

Qualifications:

By promotion, on the basis of experience and merit, of an officer from the grade of Higher Executive Assistant who reckons at least two years' service in the grade.

Duties:

1. To perform establishment functions under the direction and guidance of the Island Commissioner and to keep under review the organisation, procedures and staffing requirements for Rodrigues.
2. To carry out the executive functions in support of the policy formulation and policy implementation process.
3. To approve, whenever necessary, decisions made by subordinates in the context of established policy and to make proposals through the policy-making process for determining questions outside the scope of established policy.
4. To ensure that there is a proper delegation of authority among the staff and to organise the work of, train and manage the personnel with the aim of achieving the efficient performance of related sets of functions.
5. To give general assistance to the Island Commissioner in the performance of his duties which inter alia include:
 - (a) making arrangements for hotel accommodation for official guests and visitors;
 - (b) attending to correspondence addressed to the Island Commissioner and supervising registry work;
 - (c) liaising with other divisions to obtain specific information for the Island Commissioner's Office and to ensure follow-up action.
6. To perform such cognate duties as may be assigned.



CERTIFIED CORRECT

.....*[Signature]*.....
for Establishment Secretary