

GOVERNMENT OF MAURITIUS

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

- Organisation:** Rodrigues Regional Assembly (Central Administration)
- Post:** Senior Word Processing Operator
- Salary:** Rs 11,700 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 21,400 (08 27 48)
- Effective Date:** 17 April 2009
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Word Processing Operator reckoning at least four years' service in a substantive capacity in the grade.
- Duties:**
 1. To plan, organise, supervise and control the work of Word Processing Operators.
 2. To type and collate official documents.
 3. To provide guidance and training to Word Processing Operators.
 4. To ensure that Word Processing Operators are provided with proper office accommodation, furniture and equipment and arrangements are made for the maintenance thereof.
 5. To ensure the proper keeping of documents and softwares.
 6. To replace Confidential Clerks/Senior Confidential Clerks, as and when required.
 7. 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 Senior Word Processing Operators in the roles ascribed to them.



CERTIFIED CORRECT

R R ue

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

Date..... **17 APR 2009**