

GOVERNMENT OF MAURITIUS

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

- Organisation:** Rodrigues Regional Assembly (Central Administration)
- Post:** Senior/Head Office Caretaker
- Salary:** Rs 9,600 x 200 – 10,200 x 250 – 11,700 x 300 – 13,800 x 400 – 15,000 (24 18 37)
- Effective Date:** 20 September 2010
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Office Caretaker who reckon at least five years' service in a substantive capacity in the grade and who possess –
 - (a) the ability to supervise and lead a team;
 - (b) a good working attitude; and
 - (c) good communication and interpersonal skills.
- Duties:**
 1. To plan and organise the work of Office Caretakers under his responsibility.
 2. To supervise and control the work of Office Caretakers.
 3. To provide training and guidance to subordinates under his responsibility.
 4. To ensure the timely despatch of correspondence and documents.
 5. To usher in/guide visitors to schedule officers.
 6. To ensure that the physical environment of office premises is maintained at a good standard.
 7. To report to his superior officer any problem or difficulty noted and advise on remedial action, where appropriate.
 8. To answer calls or bells.
 9. To perform the duties of Office Caretaker, as and when required.
 10. 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/Head Office Caretakers in the roles ascribed to them.



CERTIFIED CORRECT

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 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms

20 SEP 2010

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