

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

Department: National Assembly
Post: Deputy Clerk, National Assembly
Salary: Rs 69,800 x 2,000 – 75,800 x 2,150 – 82,250 x 3,000 – 88,250 x 3,125 – 94,500
(02 092 102)
Effective Date: 02 December 2021

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Clerk Assistant, National Assembly who reckon at least five years' service in a substantive capacity in the grade and who –

- (i) have knowledge of the provisions of the Constitution of Mauritius and other pieces of legislation regarding the National Assembly, of Standing Orders and Rules of the National Assembly and of the relevant practice of the Commons House of Parliament of Great Britain and Northern Ireland (Erskine May Parliamentary Practice) and of such other parliamentary practice and usage and Conventions of Parliament;
- (ii) possess good managerial and leadership skills;
- (iii) have a good knowledge of modern English and French usage, both written and spoken;
- (iv) possess good organisational and administrative skills; and
- (v) be proactive and versatile.

Role and Responsibilities: To assist the Clerk of the National Assembly for the smooth running of the National Assembly in compliance with the Law, Privileges and Usage of Parliament and in the management and administration of the Parliamentary Service.

Duties:

- 1. To assist the Clerk of the National Assembly in the discharge of his duties which include the following –
 - (i) managing, organising and directing the National Assembly Office;
 - (ii) advising the Speaker and other Members of the National Assembly in regard to Parliamentary practice and procedures;
 - (iii) scrutinising Parliamentary Questions and Motions with a view to seeing whether they are in order and submitting to the Speaker any doubtful cases;

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CERTIFIED CORRECT

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D. Gowry
D. Gowry (Mrs)
for Secretary for Public Service
02 December 2021
Date.....

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- (iv) ensuring that Parliamentary Questions are properly drafted so as to be clear and in correct English and that they are addressed, as far as possible, to the concerned Minister;
 - (v) examining petitions; and
 - (vi) preparing the Order Paper and the Minutes of Proceedings of the National Assembly and of its Committees.
2. To be Secretary of Select Committees of the National Assembly.
3. To assist in –
- (i) parliamentary research work; and
 - (ii) the work of Parliamentary Associations such as the Commonwealth Parliamentary Association, the Association Internationale des Parlementaires de Langue Française and the Union of African Parliaments.
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 Deputy Clerk, National Assembly in the roles ascribed to him.

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D. Gowry (Mrs)
for Secretary for Public Service

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