

GOVERNMENT OF MAURITIUS

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

- Ministry:** Agro-Industry and Food Security
- Post:** Clerk/Word Processing Operator (Ex-Tea Board)
- Salary:** Rs 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 30,175 (08 027 060) (Personal)
- Effective Date:** 02 April 2019
- Qualifications:** By appointment of the Clerk/Word Processing Operator on the establishment of the former Tea Board who has been redeployed to the Ministry of Agro-Industry and Food Security.
- Duties:**
1. To perform clerical and word processing duties including, *inter alia* –
 - (i) the preparation, scrutiny and processing of documents, records and data entry; and
 - (ii) registry work, simple finance, human resource and procurement and supply duties, under supervision.
 2. To type and collate official documents.
 3. To maintain files, correspondence, forms, reports and other materials.
 4. To receive, sort and process mail and to prepare materials for mailing.
 5. To photocopy reports and other documents and operate standard office equipment such as telefax machine.
 6. To carry out word processing and data entry and to update information in a computer system.
 7. To assist in administrative duties within the division/section/unit and to provide general support to operational services.
 8. To draft replies to simple correspondence.
 9. To operate e-mail services, as and when required.
 10. To keep records regarding documents, books and magazines of the Ministry/Department, and to assist users by providing relevant information, whenever required.
 11. 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 Clerk/Word Processing Operator (Ex-Tea Board) in the roles ascribed to him.



CERTIFIED CORRECT

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D. Gowry
D. Gowry (Mrs)
for Supervising Officer
Ministry of Civil Service and
Administrative Reforms

02 April 2019
Date.....