

GOVERNMENT OF MAURITIUS

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

- Ministry:** Agro-Industry and Food Security
- Post:** Office Attendant (Ex SPI)
- Salary:** Rs 10,425 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 17,675 (24 14 39)
- Effective Date:** 21 January 2015
- Qualifications:** By appointment of the Office Attendant on the establishment of the former Mauritius Sugar Terminal Corporation who has been redeployed to the Ministry of Agro-Industry and Food Security.
- Duties:**
 1. To collect keys and deposit same from/to Police Station/Police Post.
 2. To open and close offices.
 3. To run official errands, including the despatch of correspondence, forms and materials and the distribution of files, documents and faxes.
 4. To usher in/guide visitors to the scheduled officers and maintain a record of such visits, if so required.
 5. To clean premises and to maintain the physical environment at a good standard.
 6. To ensure that all switches/lights are turned off before leaving office every afternoon.
 7. To operate a telephone switchboard/PABX console.
 8. To operate office equipment such as duplicating, photocopying and fax machines.
 9. To respond to calls.

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 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms

21 January 2015

Date.....

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10. To be in attendance at the reception counter of the Ministry, as and when required.
11. To assist in the arrangement of furniture and equipment within office premises.
12. To perform simple binding duties.
13. 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 Office Attendant (Ex SPI) in the roles ascribed to him.



CERTIFIED CORRECT

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

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Date.....