


GOVERNMENT OF MAURITIUS

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

- Ministry:** Agro-Industry and Food Security
- Post:** Technical Assistant (Ex-Tobacco Board)
- Salary:** Rs 14,600 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 – 31,725 (19 029 062)
- Effective Date:** 16 November 2017
- Qualifications:** By appointment of the Technical Assistant on the establishment of the former Tobacco Board who has been redeployed to the Ministry of Agro-Industry and Food Security.
- Duties:**
1. To be responsible to the Senior Technical Officer for –
 - (a) performing general duties in connection with field work;
 - (b) recording of attendance and allocation of tasks and supervision of employees of the workmen's group;
 - (c) preparing paysheets of General Workers and employees in the Stockman Cadre and other bills for payment;
 - (d) the sale of agricultural produce and for the rent of agricultural state lands, collection of fees and remittance into bank; and
 - (e) keeping of records, stores and stores ledgers.
 2. To assist officers in the inspection of regulated products.
 3. To supervise together with other officials the destruction of regulated products.
 4. To take samples of regulated products for analysis or testing purposes.
 5. To assist in carrying out inspections at meat shops.
 6. To assist in the inventory of made tea at the end of/beginning of contractual year.
 7. To supervise field and nursery operations with respect to the tea projects and to report thereon.
 8. To use ICT in the performance of his duties.
 9. 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 Technical Assistant (Ex-Tobacco Board) in the roles ascribed to him.

CERTIFIED CORRECT


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for Secretary for Public Service

16 November 2017

Date.....

