

GOVERNMENT OF MAURITIUS

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

- Ministry:** Agro-Industry and Food Security
- Post:** Ticket/Sales Officer
- Salary:** Rs 10,250 x 250 – 12,500 x 300 – 14,300 x 350 – 16,050 x 450 – 18,300 x 600 – 19,500 x 750 – 21,750 (08 12 42)
- Effective Date:** 24 January 2013
- Qualifications:** A. A Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate or Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate at the General Certificate of Education “Ordinary Level” or an equivalent qualification acceptable to the Public Service Commission.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. Candidates should –
 - (i) be fluent in English and French;
 - (ii) have good communication and interpersonal skills; and
 - (iii) be computer literate.

Candidates should produce written evidence of knowledge claimed.

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CERTIFIED CORRECT

Alexis P

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

24 January 2013

Date.....

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Duties:

1. To sell tickets to visitors and keep records thereof.
2. To take charge of and distribute/sell publications and other items.
3. To provide orientation and relevant information to visitors.
4. To keep records of information about visitors and produce relevant reports, as and when required.
5. To assist in the monitoring of visitors' flow.
6. To use ICT in the performance of his duties.
7. 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 Ticket/Sales Officer in the roles ascribed to him.

Note

Ticket/Sales Officers will be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays.



CERTIFIED CORRECT

Alecson Vp

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

24 January 2013

Date.....