

GOVERNMENT OF MAURITIUS

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

- Ministry:** Arts and Culture
- Post:** Senior Officer, CELPAC
- Salary:** Rs 13,200 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 23,200 x 800 – 24,000 (05 32 52)
- Effective Date:** 20 June 2012
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Officer, CELPAC who reckon at least four years' service in a substantive capacity in the grade and who possess good administrative skills.
- Duties:**
  1. To assist the Co-ordinator, CELPAC in the performance of his duties.
  2. To ensure that the postage of magazines as well as reading and other materials are delivered on time to the Centre de Lecture Publique et d'Animation Culturelle (CELPAC) regional centres.
  3. To process applications for leave of staff posted in CELPAC regional centres and make arrangements for replacement, as and when required.
  4. To assist and co-ordinate the lending of reading and audio-visual materials to the public.
  5. To assist in the organisation of :-
    - (a) educational games;
    - (b) artistic, cultural and educational activities; and
    - (c) lectures, seminars and conference in the artistic and educational fields.
  6. To keep records of all monies received from any source and all payments required to be made by the Centre de Lecture Publique et d'Animation Culturelle.
  7. To keep an inventory, issue store forms and keep records of all items delivered to CELPAC regional centres.

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*[Handwritten Signature]*

for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

Date..... 20 JUN 2012 .....

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8. To attend meetings, as and when required, take notes and ensure proper follow-up action.
9. To use ICT in the performance of his duties.
10. To perform such other duties related to the main duties listed above or related to the delivery of the output and results expected from the Senior Officer, CELPAC in the roles ascribed to him.

**NOTE**

Senior Officers, CELPAC will be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.



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*for Senior Chief Executive  
Ministry of Civil Service and  
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