

GOVERNMENT OF MAURITIUS

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

- Ministry:** Public Service, Administrative and Institutional Reforms
- Post:** Confidential Secretary
- Salary:** Rs 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 43,500 (08 046 076)
- Effective Date:** 08 August 2023
- Qualifications:** By selection from among officers in the grades of –
- (i) Senior Word Processing Operator; and
  - (ii) Word Processing Operator
- who –
- (a) reckon at least eight years' service in a substantive capacity in the cadre;
  - (b) possess a certificate in word processing from a recognised institution;
  - (c) are fluent in English and French;
  - (d) have shown qualities of trustworthiness, discretion, maturity, tact and initiative;
  - (e) are capable of dealing efficiently with members of the public; and
  - (f) are able to work under pressure.

**NOTE**

Confidential Secretaries may be required to follow training, as and when required, to equip them to perform their tasks.

- Duties:**
1. To arrange appointments and deal with enquiries.
  2. To make telephone calls and screen incoming calls and visitors and determine the course of action required for satisfactory disposition.

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**CERTIFIED CORRECT**



S. Nundloll  
for Secretary for Public Service

**08 August 2023**

Date.....



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3. To take messages and facilitate the process of communication between the relevant stakeholders.
4. To perform general secretarial duties including the taking of notes, typing, classification and retrieval of records and documents.
5. To perform word processing and telex/telefax duties and simple computer/data processing work and operate e-mail services.
6. To keep track of important documents, papers and make them available expeditiously.
7. To prioritise work on a daily basis and to be responsible for ensuring that deadlines are met and appointments honoured.
8. To ensure that meetings are well organised and take place in time and appropriate information is made available.
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 Confidential Secretary in the roles ascribed to him.

**Note**

Confidential Secretaries may be required to work outside normal working hours.

**CERTIFIED CORRECT**



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**S. Nundloll**

*for Secretary for Public Service*

**08 August 2023**

Date.....

