

GOVERNMENT OF MAURITIUS

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

- Ministry:** Civil Service and Administrative Reforms
- Post:** Head Office Care Attendant
- Salary:** Rs 14,875 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 21,425 (24 31 46)
- Effective Date:** 7 March 2014
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Office Care Attendant/Senior Office Care Attendant who reckon at least five years' service in a substantive capacity in the cadre and who –
- (i) possess supervisory and organising skills;
 - (ii) possess good communication and interpersonal skills; and
 - (iii) are able to lead a team of officers.
- Duties:**
1. To plan, organise, supervise and control the work of Office Care Attendant/Senior Office Care Attendants and employees working under his responsibility.
 2. To provide training and guidance to subordinate staff.
 3. To ensure the timely despatch of correspondence and documents.
 4. To report to his immediate superior any problem or difficulty noted and advise on remedial action, where appropriate.
 5. To ensure that the physical environment of office premises is maintained at a good standard.
 6. To usher in/guide visitors and attend to calls, as and when required.
 7. To perform the duties of Office Care Attendant/Senior Office Care Attendant, as and when required.
 8. 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 Head Office Care Attendant in the roles ascribed to him.



CERTIFIED CORRECT

[Signature]

 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms

Date..... 07 MAR 2014