

GOVERNMENT OF MAURITIUS

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

**Ministry:** Civil Service and Administrative Reforms

**Post:** Management Support Officer

**Salary:** Rs 14,575 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 28,925 (08 30 56)

**Effective Date:** 28 January 2014

**Qualifications:** I. A. (i) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or

(ii) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

**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. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.

OR

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

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for Senior Chief Executive  
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- C. Candidates should –
- (i) possess good communication skills;
  - (ii) have a positive attitude towards work;
  - (iii) have a general knowledge of national and international issues; and
  - (iv) be computer literate.

Qualification at A above should have been obtained prior to qualification at B above.

Candidates should produce written evidence of knowledge claimed.

OR

- II. By appointment of Senior Word Processing Operators and Word Processing Operators in post as at 31 December 2012 who have successfully completed an Award Course, as approved and arranged by the Ministry and who have opted for the revised emoluments and terms and conditions set out in PRB Report 2013 and who opt to join the grade of Management Support Officer.

**NOTE**

For the first intake, by appointment of officers in the grades of –

- (a) Special Clerical Officer and Clerical Officer/Higher Clerical Officer who have opted for the revised emoluments and terms and conditions set out in the PRB Report 2013 and who opt to join the grade of Management Support Officer on 28 January 2014; and

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- (b) Senior Word Processing Operator and Word Processing Operator possessing the qualifications at A, B and C above who have opted for the revised emoluments and terms and conditions set out in the PRB Report 2013 and who opt to join the grade of Management Support Officer on 28 February 2014.

**Duties:**

1. To prepare, scrutinise and process documents/cases.
2. To type and collate general office correspondence and documents according to competencies.
3. To maintain files, forms, reports and other materials.
4. To receive, sort and process mail and to prepare materials for mailing.
5. To photocopy reports and other documents and operate standard office equipment such as telefax machine.
6. To carry out word processing and data entry and to update information in a computer system.
7. To carry out registry, simple finance, human resource and procurement and supply duties, under supervision.
8. To assist in administrative duties within the division/section/unit and to provide general support to operational services.
9. To draft replies to simple correspondence.
10. To operate e-mail services, as and when required.
11. To effect simple research on matters pertaining to the division/section/unit, as and when required.
12. To keep records regarding documents, books and magazines of the Ministry/Department, and to assist users by providing relevant information, whenever required.

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13. To assist in duties relating to committees, organisation of official functions, training programmes and other activities.
14. To use ICT in the performance of his duties.
15. 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 Management Support Officer in the roles ascribed to him.



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