

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

- Ministry:** Civil Service and Administrative Reforms
- Post:** Office Management Assistant
- Salary:** Rs 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 36,575 (08 45 64)
- Effective Date:** 06 May 2014
- Qualifications:** By selection from among officers in the grade of Management Support Officer who –
- (i) reckon at least four years' service in a substantive capacity in the grade or an aggregate of at least four years' service in a substantive capacity in the grade of Management Support Officer and the former grades of Officer and/or Clerical Officer/Higher Clerical Officer;
 - (ii) have a good knowledge of Public Service Commission Regulations, the Human Resource Management Manual, the Financial Management Kit and the procedures of the Government of Mauritius for the conduct of its business;
 - (iii) possess good analytical, technical and interpersonal skills;
 - (iv) have the ability to organise and prioritise workload; and
 - (v) are able to work on their own initiative and in teams.

Candidates will be required to sit for a written competitive examination conducted by the Public Service Commission designed –

- (i) to assess their knowledge of the Public Service Commission Regulations, the Human Resource Management Manual, the Financial Management Kit and the procedures of the Government of Mauritius for the conduct of its business; and
- (ii) to test their knowledge of current affairs and their ability to express themselves coherently on matters of public interest.

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CERTIFIED CORRECT

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

06 May 2014

Date.....

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NOTE

For the first intake, by appointment of officers in the grade of Executive Officer in post as at 31 December 2012 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 Office Management Assistant.

Duties:

1. To provide administrative support in general administration, human resource management, finance and procurement and supply.
2. To ensure the accuracy, completeness and timeliness of processes and activities performed in small units.
3. To assist in the organisation of official functions, induction and training programmes and other activities.
4. To provide customer service to the relevant stakeholders and the general public and to respond to inquiries according to established guidelines.
5. To manage and ensure safekeeping of official records.
6. To supervise the retrieval and disposal of office records within established guidelines.
7. To act as secretary to committees and/or bid evaluation committees, as and when required.
8. To undertake research in connection with the activities/policies of the Ministry/Department and submit reports, as and when required.
9. To assist in the preparation and the monitoring of Programme Based Budgeting.
10. To ensure the keeping of proper, complete and up-to-date human resource/financial records.

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11. To ensure proper and timely submission of accurate returns as requested by the Accountant-General and the Financial Secretary.
12. To provide assistance in the processing of audit queries related to financial and human resource issues.
13. To provide, under supervision, as and when required, advice and information on matters relating to general administration, human resource management, finance and procurement and supply.
14. To assist in all administrative processes relating to procurement and supply and warehouse operations.
15. To ensure that stock checking programmes are maintained.
16. To ensure that office inventory tallies with the supply system records.
17. To co-ordinate and supervise the work of subordinate staff.
18. To use ICT in the performance of his duties.
19. 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 Office Management Assistant in the roles ascribed to him.



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