

GOVERNMENT OF MAURITIUS

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

Ministry: Civil Service and Administrative Reforms

Post: Office Management Executive

Salary: Rs 25,175 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 45,275 (08 51 70)

Effective Date: 06 May 2014

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Office Management Assistant who reckon an aggregate of at least 15 years' service in a substantive capacity in the grade of Office Management Assistant and the former grades of Senior Officer and/or Executive Officer.

Candidates should –

- (a) have a thorough knowledge of the Government machinery, processes and functions;
- (b) possess good interpersonal, communication and leadership skills and have the ability to adapt to different work situations;
- (c) be resourceful, prompt in problem-solving and proactive;
- (d) be able to work under pressure and meet tight deadlines; and
- (e) have a high sense of responsibility and trustworthiness.

Duties:

1. To be responsible to the Head of the Ministry/Department or to an officer designated by him for the performance of the following duties –
 - (i) to manage office operations;
 - (ii) to engage in or supervise the execution of a wide range of tasks/jobs to ensure the smooth running of a Ministry/Department/Unit;

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

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

-2-

- (iii) to perform, in accordance with established rules and regulations or an established code of administrative practice, duties requiring -
 - (a) an adequate knowledge of specialised functions and the application of a significant measure of judgment and initiative; and
 - (b) a good understanding of policies and the conduct of business of a Ministry/Department;
- (iv) to assist in the implementation of government policies;
- (v) to supervise, guide and train staff under his responsibility;
- (vi) to oversee the judicious use, care and maintenance of all physical assets, equipment, space and materials;
- (vii) to ensure maintenance and repairs of IT equipment and the provision of IT facilities;
- (viii) to co-ordinate building safety checks and ergonomics training for employees;
- (ix) to ensure proper cleanliness and sanitation and maintain a conducive physical environment inside offices as well as in common places in accordance with health and safety norms;
- (x) to keep the Register of Assets and up-to-date inventory control;
- (xi) to ensure the proper keeping of Attendance Register(s) or any other Attendance Recording System;
- (xii) to monitor the use of Government vehicles and to organise transport for official purposes;

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

-3-

- (xiii) to monitor works undertaken by contractors and to follow-up on Lease/Contract Agreements in respect of office accommodation and equipment;
 - (xiv) to organise official functions and welfare activities, as and when required; and
 - (xv) to act as secretary to committees and represent the Ministry/Department in committees, as and when required.
2. To use ICT in the performance of his duties.
3. 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 Executive in the roles ascribed to him.

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*for Senior Chief Executive
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