

GOVERNMENT OF MAURITIUS

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

- Ministry:** Civil Service Affairs
- Post:** Senior Word Processing Operator
- Salary:** Rs. 14,875 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 28,925 (08 31 56)
- Effective Date:** 24 December 2014
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Word Processing Operator who reckon at least four years' service in a substantive capacity in the grade.
- Duties:**
 1. To plan, organise, supervise and monitor the work of Word Processing Operators.
 2. To type and collate official documents.
 3. To perform word processing and computer/data processing duties.
 4. To provide guidance and training to Word Processing Operators.
 5. To ensure the proper keeping of documents and softwares.
 6. To replace Confidential Secretaries, as and when required.
 7. 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 Senior Word Processing Operator in the roles ascribed to him.



CERTIFIED CORRECT

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for Senior Chief Executive
Ministry of Civil Service Affairs

24 December 2014

Date.....