

GOVERNMENT OF MAURITIUS

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

- Ministry:** Prime Minister's Office
- Post:** Conference and Social Functions Manager
- Salary:** Rs 42,500 x 1,250 – 50,000 x 1,500 – 56,000 x 2,000 – 60,000 (02 69 81)
- Effective Date:** 22 June 2010
- Qualifications:** By selection from among serving officers who are drawing a monthly basic salary of not less than Rs 30,000 in the salary scale of their substantive post and who –
  - (a) reckon at least 20 years' service;
  - (b) have considerable proven experience in conference work and organisation of social and related functions; and
  - (c) have a good knowledge of the use of general office equipment and of procedures as well as methods of handling and controlling sensitive documentation.
- Role and Responsibilities:** To be responsible for the effective and efficient conduct of national and international conferences, social functions and events of the Prime Minister's Office and other Ministries/Departments.
- Duties:**
  1. To plan and organise national and international conferences, social functions and other events and activities falling under the responsibility of the Prime Minister's Office and similar activities for other Ministries/Departments.
  2. To act as Liaison Officer for the National Organising Committee set up under the chairmanship of the Secretary to Cabinet and Head of the Civil Service to organise high level international conferences.
  3. To co-ordinate on-site conference/social function support operations including the provision of administrative, logistical and technical support services.
  4. To co-ordinate the provision of interpretation and translation services, the production and distribution of documents, media relations services, preparation of communiqués, security and secretarial assistance prior to, during and after the conference/social functions.

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for Senior Chief Executive  
Ministry of Civil Service and  
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5. To carry out researches and retrieve reference documents for senior level meetings.
6. To use ICT in the performance of his duties.
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 Conference and Social Functions Manager in the roles ascribed to him.

**Note**

The Conference and Social Functions Manager will be required to work outside normal working hours including Sundays and Public Holidays and often under pressure and in stressful situations.



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

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