

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

- Ministry:** Prime Minister's Office
- Post:** Conference and Social Functions Officer
- Salary:** Rs 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 62,700 (02 058 088)
- Effective Date:** 14 March 2022
- Qualifications:**
- A. By selection from among serving officers who reckon at least five years' service in a substantive capacity in their respective grade and possess a degree in Administration or Management or Events Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) have a good knowledge of conference work and organisation of social and related functions;
- (ii) possess good interpersonal and communication skills and be customer focused;
- (iii) possess the ability to organise and manage events;
- (iv) be versatile and adaptable to different work situations and conditions;
- (v) have a high sense of responsibility and maturity; and
- (vi) possess the ability to meet tight deadlines.
- Role and Responsibilities:** To provide support to the Conference and Social Functions Manager 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.

/2...



CERTIFIED CORRECT

S. Chundursing
.....
S. Chundursing (Mrs)
for Secretary for Public Service

14 March 2022

Date.....

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

-2-

Duties:

1. To deputise for the Conference and Social Functions Manager.
2. To assist the Conference and Social Functions Manager in the organisation of national and international conferences, social events and other events and activities falling under the responsibility of the Prime Minister's Office.
3. To provide administrative support to the Conference and Social Functions Manager in the discharge of his duties.
4. To liaise with Ministries/Departments and other stakeholders in relation to events attended by the Prime Minister.
5. To carry out site visits prior to the holding of events/functions.
6. To provide administrative and logistic support with regard to state visits and other visits from eminent personalities.
7. To attend meetings, as and when required.
8. To assist the Conference and Social Functions Manager in carrying out researches and retrieving reference documents for senior level meetings.
9. To use ICT in the performance of his duties.
10. 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 Officer in the roles ascribed to him.

Note

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



CERTIFIED CORRECT

S. Chundusing
S. Chundusing (Mrs)
for Secretary for Public Service

14 March 2022

Date.....