

GOVERNMENT OF MAURITIUS

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

**Ministry:** Health and Quality of Life

**Post:** Confidential Secretary (Ex-NATReSA)

**Salary:** Rs 19,200 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 38,350 (08 043 069) (Personal)

**Effective Date:** 01 November 2018

**Qualifications:** By appointment of the Confidential Secretary on the establishment of the former National Agency for the Treatment and Rehabilitation of Substance Abusers (NATReSA) who has been redeployed to the Ministry of Health and Quality of Life.

**NOTE**

The Confidential Secretary (Ex-NATReSA) may be required to follow training, as and when required, to equip him to perform his tasks.

**Duties:**

1. To arrange for appointments and deal with enquiries.
2. To make telephone calls and screen incoming calls and visitors and determine the course of action required for satisfactory disposition.
3. To take messages and facilitate the process of communication between relevant stakeholders.
4. To perform general secretarial duties including the taking of notes, typing, classification and retrieval of records and documents.
5. To perform word processing and telex/telefax duties and simple computer/data processing work and operate e-mail services.
6. To keep track of important documents, papers and make them available expeditiously.
7. To prioritise work on a daily basis and to be responsible for ensuring that deadlines are met and appointments honoured.
8. To ensure that meetings are well organised and take place in time and appropriate information is made available.

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CERTIFIED CORRECT

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N. Auchoybur (Mrs)  
for Secretary for Public Service

01 November 2018

Date.....



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9. 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 Confidential Secretary (Ex-NATReSA) in the roles ascribed to him.

**Note**

The Confidential Secretary (Ex-NATReSA) may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.



CERTIFIED CORRECT

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N. Auchoybur (Mrs)  
*for Secretary for Public Service*

01 November 2018

Date.....