

GOVERNMENT OF MAURITIUS

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

- Ministry:** Health and Quality of Life
- Post:** Receptionist/Word Processing Operator (Ex-NATReSA)
- Salary:** Rs 13,790 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 29,400 (08 026 059) (Personal)
- Effective Date:** 01 November 2018
- Qualifications:** By appointment of the Receptionist/Word Processing Operator 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.
- Duties:**
1. To operate the reception desk of the Ministry and telephone equipment or the telephone switchboard (PABX).
 2. To maintain a register of all visitors.
 3. To assist visitors by providing information to them to facilitate their contact with officers of the Ministry.
 4. To help in the control access to offices of the Ministry.
 5. To take messages from outside callers and transmit same to officers concerned.
 6. To perform simple clerical duties, as and when required.
 7. To type and collate documents.
 8. To perform word processing and simple computer/data processing work and to operate telefax and email services.
 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 Receptionist/Word Processing Operator (Ex-NATReSA) in the roles ascribed to him.



CERTIFIED CORRECT

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N. Auchoybur (Mrs)
for Secretary for Public Service

01 November 2018

Date.....