

GOVERNMENT OF MAURITIUS

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

- Ministry:** Finance and Economic Development (Assessment Review Committee)
- Post:** Senior Shorthand Writer
- Salary:** Rs 28,625 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 45,375  
(08 058 074)
- Effective Date:** 28 June 2017
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Shorthand Writer who reckon at least two years' service in a substantive capacity in the grade and who possess organising and supervisory skills.
- Duties:**
1. To assist –
    - (i) in making arrangements for the assignment of Shorthand Writers and qualified Word Processing Operators to meetings and Committees; and
    - (ii) the Chairperson and Vice-Chairperson of Committees in dealing with confidential business of the Committee.
  2. To take down and transcribe shorthand notes of proceedings and meetings, both in English and French.
  3. To monitor and coordinate the duties of Shorthand Writers.
  4. To prepare and finalise roster for Shorthand Writers.
  5. To edit the notes of proceedings taken by Shorthand Writers.
  6. To give clerical, word processing and secretarial assistance to the Clerk, Assessment Review Committee, as and when required.
  7. To train Shorthand Writers and Word Processing Operators, as and when required.
  8. To use ICT in the performance of his duties.
  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 Senior Shorthand Writer in the roles ascribed to him.

**Note**

The Senior Shorthand Writer may be required to work outside normal working hours.



**CERTIFIED CORRECT**

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

**28 June 2017**

**Date.....**