

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

Ministry: External Affairs

Post: Attache

Salary: 8,500 x 250 - 9,000 x 300 - 9,600 x 400 - 11,600
(GSE 12)

Effective Date: 26 October, 1994

Qualifications:

A. By selection from among officers holding a substantive appointment in the grade of Higher Executive Officer and having at least an aggregate period of five years service in an overseas mission in the grades of Higher Executive Officer and Executive Officer.

B. Candidates should

- (i) possess organising, administrative and supervisory skills;
- (ii) have good communication and interpersonal skills;
- (iii) be fully conversant with consular protocol and financial duties as well as handling of personnel matters; and
- (iv) possess qualities such as tact and discretion.

Duties:

1. To be responsible to the First Secretary and/or the Second Secretary for the day-to-day running of the Mission.
2. To advise senior officers of the Mission on proper personnel, administration, financial and stores procedures, and to be responsible for the keeping of proper records, prescribed books of account and stores, inventories etc.
3. To be responsible for the organisation of transport and the maintenance of the Mission's vehicles.

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CERTIFIED CORRECT

M. Q.
.....
for Secretary for Public Service Affairs

26 OCT 1994
Date.....



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4. To assist in the organization of work connected with conferences, meetings, seminars, diplomatic receptions, and cultural functions.
5. To give assistance to members of the public calling at the Mission for information regarding **tourism, industry, trade, citizenship, eligibility for work permits and other administrative matters in Mauritius.**
6. To meet and give assistance to visiting Ministers, dignitaries and officials.
7. To attend to the welfare of Mauritian nationals in the receiving State.
8. To assist in the consular work of the Mission i.e. in the issue of passports and visas, register of births, deaths, marriages and to make arrangements for the repatriation of Mauritian nationals whenever necessary.
9. To perform such cognate duties as may be assigned by the Head of Mission.

Note

An Attache is expected to spend most of his career in Mauritius missions abroad.



CERTIFIED CORRECT

M. V.
for Secretary for Public Service Affairs

26 OCT 1994
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