

GOVERNMENT OF MAURITIUS

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

- Ministry:** Housing and Lands
- Post:** Clerical Officer/Higher Clerical Officer (Ex-SMEDA)
- Salary:** Rs 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 – 30,175 (08 027 060) (Personal)
- Effective Date:** 18 December 2018
- Qualifications:** By appointment of the Clerical Officer/Higher Clerical Officer (Personal) on the establishment of the former Small and Medium Enterprises Development Authority who has been redeployed to the Ministry of Housing and Lands.
- Duties:**
1. To perform duties of a clerical nature such as –
 - (a) the preparation, scrutiny and processing of straightforward documents and records;
 - (b) the preparation of simple documents subject to check;
 - (c) arithmetical work;
 - (d) the drafting of replies to simple correspondence; and
 - (e) simple data entry and updating of information in a computer system, as and when required.
 2. To carry out registry, simple finance, human resource and procurement and supply duties, under supervision.
 3. To control a small sub-section.
 4. To perform microfilming.
 5. To operate modern office equipment such as telefax machine and electronic photocopying machine.
 6. To guide members of the public in the Ministry, as and when required.
 7. To carry out simple research in connection with official documents.
 8. To keep records regarding documents, books and magazines of the Ministry and to assist users by providing relevant information, whenever required.

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CERTIFIED CORRECT

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N. Auchoybur (Mrs)
for Secretary for Public Service

18 December 2018

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9. To assist in duties relating to committees, organisation of official functions, training programmes and other activities.
10. To use ICT in the performance of his duties.
11. 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 Clerical Officer/Higher Clerical Officer (Ex-SMEDA) in the roles ascribed to him.



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N. Auchoybur (Mrs)
for Secretary for Public Service

18 December 2018

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