

GOVERNMENT OF MAURITIUS

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

Ministry: Environment and Sustainable Development
Post: Office Helper (Ex SPI)
Salary: Rs 10,425 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 17,675 (24 14 39)

Effective Date: 26 November 2014

Qualifications: By appointment of the General Worker/Gardener on the establishment of the former Farmers' Service Corporation who has been redeployed to the Ministry of Environment and Sustainable Development.

- Duties:**
1. To open and close offices.
 2. To run official errands, including the dispatch of correspondence, forms and materials and the distribution of files, documents and faxes.
 3. To usher in/guide visitors to schedule officers and maintain a record of such visits, as and when required.
 4. To clean premises and to maintain the physical environment at a good standard.
 5. To ensure that all switches/lights are turned off before leaving office every afternoon.
 6. To operate a telephone switchboard/PABX console, as and when required.
 7. To operate office equipment such as duplicating, photocopying and fax machines.
 8. To be in attendance at the reception counter of a Section/Unit/Division of the Ministry, as and when required.
 9. To assist in the arrangement of furniture and equipment within office premises.

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[Signature]
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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms
26 November 2014
Date.....

GOVERNMENT OF MAURITIUS

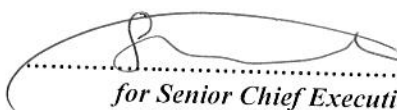
SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS

-2-

10. To perform simple binding duties.
11. To collect keys and deposit same from/to Police Station/Police Post, as and when required.
12. 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 Office Helper (Ex SPI) in the roles ascribed to him.



CERTIFIED CORRECT


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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*
26 November 2014
Date.....