

GOVERNMENT OF MAURITIUS

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

- Department:** Office of the President
- Post:** Personal Secretary
- Salary:** Rs 23,200 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 32,500 (08 51 61)
- Effective Date:** 26 September 2012
- Qualifications:** By selection from among officers in the grade of Confidential Secretary who reckon at least five years’ service in a substantive capacity in the grade and who –
 - (i) possess good communication and interpersonal skills;
 - (ii) have the ability to handle confidential and sensitive matters with discretion and tact;
 - (iii) are able to work under pressure;
 - (iv) have a high sense of integrity and responsibility;
 - (v) possess a thorough knowledge of modern office practices and procedures and are conversant with relevant computer packages including the use of internet and e-mail; and
 - (vi) are fluent in English and French.
- Duties:**
 1. To provide general secretarial and administrative support to the President.
 2. To perform general secretarial duties including the taking of notes, typing, classification and retrieval of records and documents.
 3. To assist the Secretary to the President in dealing with classified communications received at and despatched from the State House, including the recording and filing of documents.

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CERTIFIED CORRECT

Alexis

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

26 September 2012

Date.....

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4. To perform word processing and telefax duties and simple computer/data processing work and operate e-mail services.
5. To keep track of important documents, papers and make them available expeditiously.
6. To prioritise work on a daily basis and to be responsible for ensuring that deadlines are met and appointments honoured.
7. To screen incoming calls and visitors.
8. 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 Personal Secretary in the roles ascribed to him.

Note

The Personal Secretary may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.



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Aleesha P

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

26 September 2012

Date.....