

Scheme of Service Specified Under Regulation 15 of the
Public Service Commission Regulations, 1967

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Department: Office of the President

Post: Secretary to the President

Salary:

Effective Date: 31st March, 1992

Qualifications: (1) By appointment of an officer in the Administrative Class/Diplomatic Service not below the grade of Principal Assistant Secretary/First Secretary.

(ii) Candidates must possess exceptional public relations skills and have considerable organising and administrative ability.

Duties: (i) To advise the President in carrying out his constitutional/Official obligations.

(ii) To be responsible for the overall administration of the office of the President and his household.

(iii) To deal with all official correspondence (including messages, telegrams to Heads of States etc.) of the office of the President.

(iv) To be responsible for protocol and ceremonial at the President's official residence.

(v) To be responsible for making arrangements to ensure the President's security and that of his suite.

(vi) To be responsible for all arrangements for the accommodation/comfort and well-being of the President's guests.

(vii) To be the liaison officer between the President's Office and other institutions, both local and international.

(viii) To deal with all matters relating to the conferment of National Honours to Mauritian citizens.

(ix) To be responsible for public relations and to act as the chief spokesman of the President.

(x) To perform any cognate duties.



CERTIFIED CORRECT

[Signature]
for Permanent Secretary

31 MAR 1992

Date