

GOVERNMENT OF MAURITIUS

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

Department: Printing

Post: Deputy Government Printer

Salary: Rs 45,275 x 1,500 – 58,775 x 1,800 – 65,975 (16 70 83)

Effective Date: 15 July 2014

Qualifications: By promotion, on the basis of experience and merit, of an officer in the grade of Assistant Government Printer who holds a substantive appointment in the grade and who possesses –

- (i) good managerial skills; and
- (ii) good supervisory, communication and interpersonal skills.

Role and Responsibilities: To assist in the proper administration and management of the Printing Department and in ensuring the provision of efficient and quality printing services to stakeholders.

- Duties:**
1. To assist the Government Printer in the performance of his duties and to deputise for him in his absence.
 2. To ensure co-ordination among the different technical units of the Printing Department.
 3. To work in collaboration with the Procurement and Supply Unit of the Printing Department in order to ensure that there is no shortage of raw materials and consumables.
 4. To facilitate the operations of work study analysis in devising improved methods and work standards.
 5. To devise appropriate training schemes for staff and assist in their training.
 6. To use ICT in the performance of his duties.
 7. 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 Deputy Government Printer in the roles ascribed to him.



CERTIFIED CORRECT

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S. Chandras
 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms
 15 July 2014
 Date.....