

GOVERNMENT OF MAURITIUS

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

Department: Printing

Post: Government Printer

Salary: Rs 95,000 (16 00 94)

Effective Date: 15 July 2014

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

- (i) is conversant with administrative processes and procedures;
- (ii) possesses excellent managerial skills;
- (iii) has an aptitude for problem-solving/conflict resolution; and
- (iv) has excellent communication and interpersonal skills.

Role and Responsibilities: To be responsible for the proper administration and management of the Printing Department and to ensure the provision of efficient and quality printing services to stakeholders.

- Duties:**
1. To be responsible for the overall management and day-to-day activities of the Printing Department.
 2. To ensure the provision of quality printing and binding services to Ministries/Departments and Parastatal Bodies.
 3. To introduce new printing methods and technologies with a view to meeting the needs of customers in terms of quality, variety and specificity.
 4. To arrange for the training of staff at all levels.
 5. To use ICT in the performance of his duties.
 6. 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 Government Printer in the roles ascribed to him.



CERTIFIED CORRECT

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