

GOVERNMENT OF MAURITIUS

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

**Department:** Printing

**Post:** Printing Officer

**Salary:** Rs 30,950 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 –  
46,900 QB 48,425 x 1,525 – 49,950 (16 061 077)

**Effective Date:** 29 May 2017

**Qualifications:** By promotion, on the basis of experience and merit, of officers who hold a substantive appointment in the grade of Assistant Printing Officer (on roster).

**NOTE**

Printing Officers who possess the Diploma in Printing Technology or Printing Administration or Management or Business Administration or in a relevant field from a recognised institution, will be allowed to proceed beyond the Qualification Bar (QB) provided in the salary scale for the post.

**Role and Responsibilities:** To be directly responsible for the good running of the different production units of the Printing Department.

**Duties:**

1. To assist the Government Printer, Deputy Government Printer and Assistant Government Printer in the smooth running of the Department.
2. To read, correct and give strike-off of proofs of the Government Gazette and other jobs.
3. To determine priorities, assess the technical output of each machine in the various sections for the proper planning and schedule of work in the different units.
4. To follow up on all orders received such that bottlenecks are resolved and delivery targets are met and ensure that all sections operate at maximum capacity.
5. To establish standards of printing quality and ensure that at every stage of production, the quality standard is maintained.

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**CERTIFIED CORRECT**

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

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6. To control the output of work performed in the various sections of the Department.
7. To estimate the cost of individual orders and to set the price of printed matters.
8. To liaise with the Assistant Government Printer to ensure that works instructions are strictly adhered to.
9. To answer customers' queries and solve clients' complaints and production problems.
10. To gather data and provide statistics in regard to the office production output.
11. To use ICT in the performance of his duties.
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 Printing Officer in the roles ascribed to him.



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