

GOVERNMENT OF MAURITIUS

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

Ministry: Social Security, National Solidarity and Reform Institutions
Post: Organising Officer, Recreation Centre
Salary: Rs 14,575 x 300 - 15,475 x 350 - 17,225 x 450 - 19,475 x 600 - 20,675 x 750 - 29,675 x 900 - 33,275 (23 30 61)

Effective Date: 6 March 2014

Qualifications: A. A diploma in Social Work or Hospitality Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should be computer literate.

Candidates should produce written evidence of knowledge claimed.

- Duties: 1. To assist the Manager, Recreation Centre and the Senior Organising Officer, Recreation Centre in the performance of their duties.
2. To motivate residents to participate in composite cultural programmes.
3. To act as animator for cultural programmes.
4. To monitor light physical exercises for residents.
5. To issue and control indoor games and musical instruments to residents.
6. To organise fun games, indoor tournaments, quiz competitions and recreational activities at the Recreation Centre.
7. To be in charge of allocation of rooms to residents.
8. To ensure that the night stay of the residents are safe, comfortable and enjoyable.
9. To record the movements of residents leaving and returning to the Recreation Centre.
10. To attend to phone calls from the public regarding bookings and enquiries.
11. To record all events and occurrences in the Occurrences Register.

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CERTIFIED CORRECT

[Signature]

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

06 March 2014

Date.....

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12. To ascertain that the code of ethics of the Recreation Centre is observed through briefing sessions to residents.
13. To communicate emergencies to the Senior Organising Officer, Recreation Centre or the Manager, Recreation Centre.
14. To be responsible for public address system and other multimedia equipment in use at the Recreation Centre.
15. To keep record of all intakes and other documents and correspondence.
16. To check and record inventory of equipment on a regular basis.
17. To manage petty cash in the Recreation Centre.
18. To supervise the processes relating to Laundry Services of the Recreation Centre.
19. To coordinate all activities pertaining to workshops, conferences organised at the Centre.
20. To use ICT in the performance of his duties.
21. 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 Organising Officer, Recreation Centre in the roles ascribed to him.

Note

Organising Officers, Recreation Centre will be required to work on a shift system covering a 24-hour service including Sundays, Public Holidays and officially declared cyclone days and during emergencies.



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R. Raguin

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

06 March 2014

Date.....