

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

- Organisation:** Rodrigues Regional Assembly (Office of the Clerk)
- Post:** Clerk, Regional Assembly
- Salary:** Rs 95,000 (02 00 94)
- Effective Date:** 31 October 2013
- Qualifications:**
- A. A degree in Law from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) possess at least two years' post-qualification experience at senior management level;
 - (ii) be familiar with the provisions of the Constitution of Mauritius and with Erskine May and the Rules and Standing Orders of the Rodrigues Regional Assembly;
 - (iii) have a knowledge of parliamentary procedures and practices;
 - (iv) possess a good knowledge of modern English usage, both written and spoken;
 - (v) possess sound judgment, good organisational and administrative skills; and
 - (vi) be computer literate.

NOTE

The selected candidate will be employed on an assignment basis or contractual terms.

Candidates should produce written evidence of experience/knowledge claimed.

Role and Responsibilities:

To be responsible for the proper organisation and conduct of the business of the Rodrigues Regional Assembly.

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

31 October 2013

Date.....

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Duties:

1. To be responsible for –
 - (a) the day-to-day administration and running of the secretariat of the Regional Assembly;
 - (b) preparing the Order Paper and the Minutes of Proceedings of the Regional Assembly and of its committees;
 - (c) advising Members of the Regional Assembly regarding parliamentary procedures and practices;
 - (d) examining Regional Assembly papers and documents;
 - (e) the preparation and publication of the debates and the Regional Assembly Regulations; and
 - (f) the keeping, in proper form, of papers and documents of the Regional Assembly.
2. To act as Secretary of Standing Committees of the Regional Assembly.
3. To use ICT in the performance of his duties.
4. 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 Clerk, Regional Assembly in the roles ascribed to him.



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