

GOVERNMENT OF MAURITIUS

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

- Organisation:** Rodrigues Regional Assembly (Office of the Clerk)
- Post:** Deputy Clerk, Regional Assembly
- Salary:** Rs 34,175 x 1,200 – 37,775 x 1,500 – 58,775 x 1,800 – 60,575 (02 62 80)
- 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) be familiar with the provisions of the Constitution of Mauritius and with Erskine May and the Standing Orders and Rules of the Rodrigues Regional Assembly;
 - (ii) have a knowledge of parliamentary procedures and practices;
 - (iii) possess a good knowledge of modern English usage, both written and spoken;
 - (iv) possess sound judgment and good communication, interpersonal and organising skills;
 - (v) have a high sense of responsibility; 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 knowledge claimed.

Role and Responsibilities: To assist the Clerk, Regional Assembly in the proper organisation and conduct of the business of the Rodrigues Regional Assembly.

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CERTIFIED CORRECT

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

31 October 2013

Date.....

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Duties:

1. To assist the Clerk, Regional Assembly in the discharge of his duties, including the following –
 - (a) management of the secretariat of the Regional Assembly;
 - (b) ensuring that Parliamentary Questions are properly drafted and addressed to the right Commissioner;
 - (c) scrutinising Parliamentary Questions and motions to ascertain whether they are in order;
 - (d) responsibility for the printing and publication of reports and minutes of the debates of the Regional Assembly;
 - (e) circulation of Parliamentary papers, memoranda, minutes and verbatim reports to members of the Regional Assembly;
 - (f) helping in parliamentary research work; and
 - (g) keeping, in proper form, of record of the proceedings of each meeting of the Regional Assembly.
2. To deputise for the Clerk, Regional Assembly in his absence.
3. To act as Secretary of Standing Committees of the Regional Assembly, as and when required.
4. To use ICT in the performance of his duties.
5. 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 Clerk, Regional Assembly in the roles ascribed to him.

Note

The Deputy Clerk, Regional Assembly will be called upon, as and when required, to work outside normal working hours, on Saturdays, Sundays and Public Holidays.



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