

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:** Reporter, Regional Assembly
- Salary:** Rs 21,425 x 750 – 29,675 x 900 – 34,175 x 1,200 – 36,575 (08 46 64)
- Effective Date:** 30 October 2015
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Assistant Reporter, Regional Assembly who reckon at least four years' service in a substantive capacity in the grade.
- Duties:**
1. To be responsible to the Clerk, Regional Assembly for the performance of the following duties –
    - (i) to take down annotations of debates of the Regional Assembly and its committees both in English and French;
    - (ii) to transcribe recording of debates and committees from recording systems and recommend corrections for publication;
    - (iii) to give clerical, typing and secretarial assistance, as and when required; and
    - (iv) to give training to Assistant Reporters, Regional Assembly and Word Processing Operators, as and when required.
  2. To use ICT in the performance of his duties.
  3. 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 Reporter, Regional Assembly in the roles ascribed to him.

**Note**

Reporters, Regional Assembly may be required to work at staggered hours.



**CERTIFIED CORRECT**

  
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*for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms*  
**30 October 2015**

Date.....