

GOVERNMENT OF MAURITIUS

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

- Ministry:** Information Technology, Communication and Innovation
- Post:** Senior Receptionist/Telephone Operator
- Salary:** Rs 19,225 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 32,350 (22 039 064)
- Effective Date:** 11 July 2023
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Receptionist/Telephone Operator who –
- (i) reckon at least five years' service in a substantive capacity in the grade; and
 - (ii) possess good organising and supervisory skills.
- Duties:**
1. To plan, organise, supervise and control the work of Receptionist/Telephone Operators.
 2. To ensure that the reception centres of Government Offices are properly operated.
 3. To ensure that visitors are provided with information to facilitate their contact with officers of the Ministry/Department.
 4. To operate the telephone switchboard (PABX).
 5. To liaise with the appropriate bodies for the repair of telephone equipment used by Receptionist/Telephone Operators.
 6. To guide and train newly recruited Receptionist/Telephone Operators.
 7. 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 Senior Receptionist/ Telephone Operator in the roles ascribed to him.



CERTIFIED CORRECT

B. D. Nundloll

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B. D. Nundloll (Mrs)
for Secretary for Public Service

11 July 2023

Date.....