

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

Ministry: Tourism and Leisure
Post: Leisure Events Officer
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 – 34,175 x 1,200 – 35,375 (23 30 63)

Effective Date: 15 December 2014

Qualifications:

A. A diploma in the field of Leisure or a diploma in Management with specialisation in Leisure from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

- (i) reckon two years' experience in the organisation of recreational and leisure activities;
- (ii) possess good communication and organising skills; and
- (iii) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

Duties:

1. To organise leisure activities and prepare programmes of activities at regional or national level on a regular basis.
2. To assist in –
 - (i) the identification of leisure needs;
 - (ii) the conduct of regular surveys for data collection; and
 - (iii) the setting up of collective leisure activities.
3. To provide assistance and guidance to leisure oriented organisations at local level.
4. To take charge of leisure events.

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

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5. To liaise with governmental and non-governmental organisations for the execution of leisure programmes and projects.
6. To keep records, prepare and submit progress reports and returns on a regular basis.
7. To use ICT in the performance of his duties.
8. 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 Leisure Events Officer in the roles ascribed to him.

Note

Leisure Events Officers will be required to work at staggered hours.



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