

GOVERNMENT OF MAURITIUS

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

- Department:** National Assembly
- Post:** Senior Pre-Press Officer
- Salary:** Rs 18,075 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 33,425 (16 040 064)
- Effective Date:** 07 January 2020
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Pre-Press Officer who reckon at least three years' service in a substantive capacity in the grade and who –
- (i) have a good knowledge of Parliamentary practice and procedures;
 - (ii) possess supervisory and problem-solving skills;
 - (iii) possess strong interpersonal and communication skills; and
 - (iv) have the ability to work in a team and to take initiatives.
- Duties:**
1. To be responsible to the Clerk of the National Assembly for the effective management of the Pre-Press Unit.
 2. To supervise the work of Pre-Press Officers.
 3. To organise the collection, compilation, presentation and publication of data.
 4. To be responsible for the organisation and safe keeping of all files used in the creation of a document, including artwork in the Parliamentary ICT infrastructure.
 5. To develop performance indicators for subordinate staff.
 6. To evaluate and report on the performance of staff.
 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 Senior Pre-Press Officer in the roles ascribed to him.

Note

Senior Pre-Press Officers will be required to work at staggered hours.



CERTIFIED CORRECT

J. Sambat

*for Supervising Officer
Ministry of Public Service,
Administrative and Institutional Reforms*
07 January 2020

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