

GOVERNMENT OF MAURITIUS

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

- Ministry:** Agro-Industry and Food Security
- Post:** Office Assistant
- Salary:** Rs 12,750 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 24,750 (24 022 058)
- Effective Date:** 27 October 2017
- Qualifications:** Candidates should show proof of having sat for the Cambridge School Certificate Examination or the General Certificate of Education “Ordinary Level” Examination in at least five subjects at one sitting or an examination of equivalent standard acceptable to the Public Service Commission.
- Duties:**
1. To be responsible to the Senior Technical Officer or Agricultural Support Officer/Senior Agricultural Support Officer or officer in charge of the station/division/laboratory where he is posted for the performance of the following duties –
 - (a) the sale of agricultural produce, collecting of fees and remittance into bank;
 - (b) keeping records, stores and stores ledgers;
 - (c) providing assistance during conferences, seminars, exhibitions and other related activities organised by the Ministry and putting into operations audio visual equipment;
 - (d) carrying out simple surveys under supervision; and
 - (e) performing clerical duties including, *inter alia* –
 - (i) preparation, scrutiny and processing of documents and records;
 - (ii) maintaining files of correspondence, forms, reports and other materials;
 - (iii) receiving, sorting and processing mail and preparing material for mailing;
 - (iv) photocopying reports and other documents and operating standard office equipment such as telefax machine;
 - (v) carrying out registry, simple finance, human resource and procurement and supply duties under supervision;

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CERTIFIED CORRECT

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for Secretary for Public Service

27 October 2017

Date.....

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- (vi) keeping records regarding documents, books and magazines of the Ministry/Department, and assisting users by providing relevant information, whenever required; and
 - (vii) assisting in making arrangements for transport facilities, as and when required.
2. 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 Office Assistant in the roles ascribed to him.



CERTIFIED CORRECT

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for Secretary for Public Service

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