SCHEME OF SERVICE

Organisation: Mauritius Oceanography Institute

Post: Handy Worker

Salary: Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 – 22225 (MOI 2)

Qualifications:

(i) The Certificate of Primary Education

(ii) Candidates should have pleasant manners and a neat appearance and good communication skills.

Duties:

1. To carry out cleaning duties and to be responsible for the general cleanliness and upkeep of the entire area occupied by the Mauritius Oceanography Institute at the Headquarters and sub-stations;

2. To open and close offices;

3. To prepare and serve tea to staff and visitors;

4. To prepare meeting room prior to Board’s/Committee meetings, etc.;

5. To perform duties such as:
   (i) running official errands;
   (ii) despatch of correspondence, files and documents; and
   (iii) attending the reception counter, directing visitors and keeping Visitors’ Book, as and when required.

6. To operate simple office equipment such as photocopy machine;

7. To load, unload and move stores items and other materials;

8. To carry out simple maintenance duties;

9. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to them according to their postings.

Approved Scheme of Service
Date: 02 February 2023