

## SCHEDULE OF DUTIES

**Organisation:** Mauritius Cane Industry Authority

**Post:** Management Support Officer

- Duties:**
1. To prepare, scrutinize and process documents and records.
  2. To type and collate a variety of general office correspondence and documents according to competencies.
  3. To maintain files, correspondence, forms, reports and other materials.
  4. To receive, sort and process mail and to prepare materials for mailing.
  5. To photocopy reports and other documents and operate standard office equipment such as telefax machine.
  6. To carry out word processing and data entry and update information in a computer system.
  7. To carry out registry, simple finance, human resource and procurement and supply duties, under supervision.
  8. To assist in administrative duties at the Mauritius Cane Industry Authority (MCIA) and to provide general support to operational services.
  9. To draft replies to simple correspondence.
  10. To operate e-mail services and carry out secretarial duties, as and when required.
  11. To effect simple research on matters pertaining to the MCIA, as and when required.
  12. To keep records regarding documents, books and magazines of the MCIA and assist users by providing relevant information, whenever required.
  13. To assist in duties relating to committees, organisation of official functions, training programmes and other activities.
  14. To use ICT in the performance of his duties.
  15. 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 Management Support Officer in the roles ascribed to him.