# MAURITIUS STANDARDS BUREAU
# MOKA

## List of duties of Management Support Officer

**Duties** To perform the following duties: -

1. To prepare, scrutinise and process documents/cases.
2. To type and collate general office correspondence and documents according to competencies.
3. To maintain files, 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 to update information in a computer system.
7. To carry out registry, simple finance, including pay and cashier duties, human resource and procurement and supply duties, under supervision.
8. To assist in administrative duties within the division/section/unit and to provide general support to operational services.
9. To draft replies to simple correspondence.
10. To operate e-mail services as and when required.
11. To effect simple research on matters pertaining to the division/section/unit, as and when required.
12. To keep records regarding documents, books and magazines of the Bureau, and to 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.

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