

SCHEME OF SERVICE

Organisation: Mauritius Tourism Promotion Authority

Post: Clerical Officer/ Higher Clerical Officer

Salary: Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930

Effective Date: 10 November 2009

Qualifications: A. (a) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings;

or

(b) Passes not below Grade C in at least five Subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

Note:

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at ‘Subsidiary Level’ as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examination.

B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”



OR

Equivalent qualifications to A and B above acceptable to the Board.

C. Candidates should:

- (i) possess good communication and interpersonal skills;
- (ii) have a positive working attitude; and
- (iii) be computer literate.

Duties:

1. To perform duties of a clerical nature such as:
 - (i) The preparation, scrutiny and processing of straight forward documents, records, etc.
 - (ii) The preparation of simple documents subjects to check;
 - (iii) Registry work
 - (iv) Simple finance, human resource and procurement and supply work under supervision;
 - (v) Drafting replies to simple correspondence
2. To make use of ICT in the performance of his duties;
3. To operate office equipment such as telefax machine, photocopying machine etc.
4. To carry out simple research in connection with official documents.
5. To operate the telephone switchboard as and when required.
6. 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 clerical officer/ Higher Clerical Officer in the role ascribed to them.

10 November 2009

