

NATIONAL CHILDREN'S COUNCIL

VACANCY FOR POST OF CLERK/WORD PROCESSING OPERATOR

Applications are invited from qualified candidates who wish to be considered for appointment as Clerk/Word Processing Operator at the National Children's Council

2. QUALIFICATIONS:

(A) The Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level" or an equivalent qualification acceptable to the Board.

(B) A certificate in Word Processing or Data Processing from a recognized institution.

(C) A certificate in keyboarding or typewriting with a speed of at least 25 words per minute from a recognized institution.

NOTE 1

Candidates not possessing qualification at B above will also be considered provided they can operate a computer and make use of word processing and data processing packages. They will be required to undergo a test as arranged by the Board.

3. SALARY

The permanent and pensionable post carries salary in the scale of Rs 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 - 21,950 x 625 x 23,300 x 775 x 30,175 a month.

4. AGE LIMIT

Candidates unless already in the public sector should not have reached their 40th birthday by the closing date for the submission of application.

5. MODE OF APPLICATION

- (i) The job description and Application Forms are available at the Office of the National Children's Council or may be downloaded from the website of the Ministry of Gender Equality & Family Welfare on <http://gender.govmu.org>
- (ii) Incomplete, inaccurate or inadequate filling of the Application Form shall entail elimination of the applicant.

6. CLOSING DATE OF APPLICATION

Application should reach the Council Secretary, National Children's Council by **20 February 2020 at 15 hrs 30** at latest.

The envelope should be clearly marked "Post of CLERK/WPO" on the top left hand corner.

7. NOTE:

- (i) Only the best qualified candidates will be called for interview.
- (ii) Applications not made on the prescribed form will not be considered.
- (iii) The National Children's Council reserves the right not to make any appointment as a result of the advertisement.

Date: 31 January 2020

National Children's Council
1st Floor, CSK Building
Remy Ollier St, Port Louis

Duties

1. To perform duties of clerical nature such as-
 - (a) The preparation, scrutiny and processing of straight forward documents and records:
 - (b) Registry work;
 - (c) Establishment and stores work under supervision;
 - (d) Drafting replies to simple correspondence; and
 - (e) Carry out simple research work in connection with official documents

2. To perform word processing and simple computer/data processing.
3. To operate telefax, Email services, photocopying machines and other electronic communication equipment.
4. To attend to telephone calls.
5. To welcome visitors and attend to queries
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 the Clerk/Word Processing Operator in the roles ascribed to him.