

**VACANCY FOR THE POST OF ACCOUNTS CLERK AT THE NATIONAL CHILDREN’S COUNCIL**

**The National Children's Council is a corporate body under the aegis of the Ministry of Gender Equality and Family Welfare. It regroups both Governmental and Non-Governmental organisations working for the Protection, Welfare and Development of Children.**

**1. POST**

Applications are invited from qualified candidates who wish to be considered for appointment as Accounts Clerk at the National Children’s Council (NCC).

**2. AGE LIMIT**

Candidates should not have reached their 40th birthday by the closing date for the submission of applications. However, the age limit is not applicable to Public Officers and employees of Parastatal Bodies.

**3. QUALIFICATIONS**

**A.** A pass at “Principal Level” in Accounting at the Higher School Certificate.

**OR**

**B.** A pass in Accounting at third level of the London Chamber of Commerce and Industry.

**OR**

**C.** An equivalent qualification acceptable to the Council.

**D.** Candidates should also:

(i) reckon at least two years’ experience in finance/audit duties; and

 (ii) be computer literate.

Candidates should produce written evidence of any experience/knowledge claimed.

**4. SALARY**

The post carries salary in the scale of **Rs 17,375 x 325 – 17,700 x 375 – 19,575 x 475 - 21,950 x 625 – 23,200 x 775 – 32,500 (NCC 16)**

**5. MODE OF APPLICATION**

1. Qualified candidates should submit their application on the prescribed form which may be obtained either at the National Children’s Council,1st Floor, CSK Building, Remy Ollier Street, Port Louis or on the website of the Ministry of Gender and Family Welfare at <http://gender.govmu.org>;
2. For information on the advertisement and duties for the post of Accounts Clerk, interested candidates may visit our website at http://gender.govmu.org;
3. Incomplete, inaccurate or inadequate filling of the Application Form shall entail elimination of the applicant;
4. Applicant should possess all certificates/qualifications/testimonials at the time of application;
5. Non-submission of information/documents/certificates will entail disqualification of the applicant;
6. Copies of relevant certificates and National Identity Card must be attached to the application;
7. The originals of birth and educational certificates should not be submitted with the application, but applicants should produce these if and when called upon to do so; and
8. The onus for the submission of equivalence of qualification (if applicable) from the relevant local authorities rests on the candidate.

**6. CLOSING DATE OF APPLICATION**

Applications should reach the **Ag Council Secretary, National Children’s Council, 1st floor, CSK Building, Remy Ollier Street, Port Louis, not later than 2nd December 2020 at 15.30hrs.** The envelope should be clearly marked **“Post of Accounts Clerk, NCC”,** on the top left hand corner.

**7. NOTE**

1. only the best qualified candidates will be called for interview;
2. applications not made on the prescribed form and late applications will not be considered;
3. selected candidates would be required to present their character certificate during interview;
4. the National Children’s Council reserves the right not to make any appointment as a result of this advertisement.

**National Children’s Council Date: 12 November 2020**

**1st Floor, CSK Building,**

**Rémy Ollier Street**

**Port Louis**