

*In Reply please quote*

E/152/59/01/01



REPUBLIC OF MAURITIUS

Ministry of Civil Service  
and Administrative  
Reforms  
Port Louis  
12 August 2013

**Ministry of Civil Service and Administrative Reforms  
Circular Letter No 52 of 2013**

**From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms  
To: Supervising Officers i/c Ministries/Departments**

**Vacancies in Parastatal Organisations**

This Ministry is compiling information regarding funded and unfunded vacancies existing in parastatal organizations in certain grades.

2. In this connection, it would be appreciated if you could obtain from the parastatal organizations falling under the aegis of your Ministry relevant information in hard and soft copies, as per enclosed proforma and submit same to this Ministry by 31 August 2013 at latest.

A handwritten signature in black ink, appearing to read 'S. Seebaluck', written over a horizontal line.

**S. Seebaluck  
Senior Chief Executive**

Copy: Secretary to Cabinet & Head of Civil Service

**Statement of Vacancies as at 1 August 2013**

(i) Parent Ministry: .....

(ii) Parastatal Organisation: .....

Address: .....

Contact Person (for Parastatal Organisation): .....

Telephone No: .....

SN	Grade *	Salary Scale	Funded Vacancies No of Post	Unfunded Vacancies No of Post	State whether appointment is made from outside candidates or by promotion or selection	If appointment is made by promotion/selection, to specify from which grade and state no of eligible candidates
1	Accountant					
2	Accounting Technician					
3	Senior Accounts Officer					
4	Accounts Officer					
5	Accounts Clerk					
6	Senior Human Resource Officer					
7	Human Resource Officer					
8	Assistant Personnel Officer					
9	Administrative Secretary					
10	Administrative Assistant					
11	Deputy General Manager					
12	Senior Technical Officer					
13	Technical Officer					
14	Senior Financial Operations Officer					
15	Financial Operation Officer					
16	Assistant Financial Operation Officer					
17	Senior Procurement and Supply Officer					
18	Procurement and Supply Officer					
19	Assistant Procurement and Supply Officer					

SN	Grade *	Salary Scale	Funded Vacancies No of Post	Unfunded Vacancies No of Post	State whether appointment is made from outside candidates or by promotion or selection	If appointment is made by promotion/selection, to specify from which grade and state no of eligible candidates
20	Higher Executive Officer					
21	Clerical Officer/Higher Clerical Officer					
22	Clerk/Word Processing Operator					
23	Confidential Secretary					
24	Executive Officer					
25	Word Processing Operator					
26	Clerical Assistant					
27	Clerk					
28	Driver/Office Care Attendant					
29	Head Office Attendant					
30	Office Attendant/Senior Office Attendant					
31	Office Attendant					
32	General Worker					

\* List may also include similar or comparable grades

Certified Correct

Name.....

Grade.....

Signature.....

Date.....