

GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE PUBLIC SERVICE COMMISSION REGULATIONS, 1967

Ministry: Industry and Commerce (Industry Division)

Post: Receptionist/Telephone Operator

Salary: Rs 3,000 x 100 - 4,000 x 125 - 5,000 x 150 - 5,600 (TEL 2A)

Effective Date: 15 January, 1998

Qualifications: Candidates should:-

1. possess a Cambridge School Certificate with credit in at least English Language and French obtained on one certificate or a General Certificate of Education "Ordinary Level" with passes in at least five subjects and with at least Grade C in English Language and French obtained on one certificate or an equivalent qualification acceptable to the Public Service Commission.

2. Have a pleasant and neat appearance and should be fluent in English and French.

Proven experience as Receptionist/Telephone Operator will be an advantage.

Duties:

1. To control access to offices of the Ministry.
2. To assist visitors by providing information to them to facilitate their contact with officers of the Ministry.
3. To direct visitors to the proper offices.
4. To operate the telephone switchboard (PABX).
5. To take messages from outside callers and transmit same to officers concerned.
6. To perform such cognate duties as may be assigned.

CERTIFIED CORRECT

M. C.

for Permanent Secretary

15 JAN 1998

Date.....

