

26

**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS**  
**CIRCULAR NOTE NO. 28 OF 2019**

**Vacancies for Post of Office Auxiliary/Senior Office Auxiliary**  
**Ministry of Civil Service and Administrative Reforms**

Applications are invited from qualified serving employees who wish to be considered for appointment as Office Auxiliary/Senior Office Auxiliary in the Ministry of Civil Service and Administrative Reforms.

**II. QUALIFICATIONS**

- A. By selection from among serving employees on the permanent and pensionable establishment who possess a Cambridge School Certificate or have obtained passes on one certificate at the General Certificate of Education "Ordinary Level" 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 or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) be able to communicate in English and French;
  - (ii) possess qualities such as reliability and trustworthiness;
  - (iii) possess communication and interpersonal skills; and
  - (iv) have the ability to work in a team.

**NOTE**

**The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of Equivalence Certificate, as appropriate, by the closing date.**

**III. DUTIES AND SALARY**

1. To assist the Head Office Auxiliary in the performance of his duties.
2. To plan, organise, supervise and control the work of employees under his responsibility where no Head Office Auxiliary is posted and to report to his immediate supervisor any problem or difficulty noted.
3. To collect keys and deposit same from/to Police Station/Police Post.
4. To open and close offices.
5. To run official errands, including the despatch of correspondence, forms and materials and the distribution of files, documents and faxes.

6. To usher in/guide visitors and maintain a record of such visits, if so required.
7. To clean premises and to maintain the physical environment at a good standard.
8. To ensure that all switches/lights are turned off before leaving office.
9. To operate a telephone switchboard/PABX console, as and when required.
10. To operate office equipment such as duplicating, photocopying and fax machines.
11. To attend to calls.
12. To be in attendance at the reception counter of a Ministry/Department, as and when required.
13. To assist in the arrangement of furniture and equipment within office premises.
14. To perform simple binding duties.
15. 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 Office Auxiliary/Senior Office Auxiliary in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 11,970 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,475 a month.

#### IV. MODE OF APPLICATION

1. Qualified candidates should submit their application on the prescribed form available at the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis.
2. Applications should be submitted **in duplicate**, the original to be sent directly to the Secretary for Public Service, Ministry of Civil Service and Administrative Reforms and the duplicate through the Head of Ministry/Department who will forward it under cover of a letter on the same line as PSC Form 22 to the Secretary for Public Service, Ministry of Civil Service and Administrative Reforms, within a week after the closing date.
3. This Circular together with the Application Form are available on the website of the Ministry of Civil Service and Administrative Reforms at <http://civilservice.govmu.org>

V. **CLOSING DATE**

Applications should reach the Secretary for Public Service, Ministry of Civil Service and Administrative Reforms, SICOM Building 2, Corner Chevreau and Reverand Jean Lebrun Streets, Port Louis **not later than 3.00 p.m. (local time) on Wednesday 31 July 2019.** Applications Forms received after the specified closing date and time will **not** be considered.

**IMPORTANT**

Head of Ministries/Departments should ensure that the contents of the Ministry of Civil Service and Administrative Reforms Circular Note No. 28 of 2019 are brought to the attention of all eligible officers and that, in the case of officers who are overseas or on leave, a copy of the Circular Note together with Application Form are despatched to such officers on the very day on which the Circular Note is issued. These officers should also be informed of the **Fax Number: 212 4160** of the Ministry of Civil Service and Administrative Reforms.

Ministry of Civil Service and  
Administrative Reforms,  
SICOM Building 2,  
Corner Chevreau and  
Rev. Jean Lebrun Streets,  
**PORT LOUIS.**

Date: 11 July 2019