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MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
CIRCULAR NOTE NO. 12 OF 2014

Vacancies for Post of Office Care Attendant/Senior Office Care Attendant
Ministry of Civil Service and Administrative Reforms

Applications are invited from qualified serving employees who wish to be considered for appointment as Office Care Attendant/Senior Office Care Attendant 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 rests on the candidates.

III. DUTIES AND SALARY

1. To assist the Head Office Care Attendant in the performance of his duties.
2. To plan, organise, supervise and control the work of employees under his responsibility where no Head Office Care Attendant 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 Care Attendant/Senior Office Care Attendant in the roles ascribed to him.

Selected candidates will be appointed in a temporary capacity for a period of six months in the first instance and will be considered for appointment in a substantive capacity provided they are favourably reported upon.

The permanent and pensionable post carries salary in scale Rs 10,425 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,025 a month. However, for the year 2014, incumbents would draw salary at the discounted rate in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.

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 Senior Chief Executive, Ministry of Civil Service and Administrative Reforms and the duplicate through the Head of the Ministry/Department who will forward it under cover of a letter on the same line as PSC Form 22 to the Senior Chief Executive, 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.gov.mu>**

V. CLOSING DATE

Applications should reach the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms, 6th Floor, New Government Centre, Port Louis, **not later than 3.00 p.m. on Thursday 21 August 2014.**

IMPORTANT

Head of Ministries/Departments should ensure that the contents of the M/CSAR Circular Note No.12 of 2014 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 forms are despatched to such officers on the very day on which the Circular Note is issued. These officers should also be informed of the following Fax Numbers of the Ministry of Civil Service and Administrative Reforms: 201-3815/201-3578.

Date: 01 August 2014

Ministry of Civil Service and Administrative Reforms
6th Floor, New Government Centre,
PORT LOUIS.