

MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
CIRCULAR NOTE NO. 23 OF 2012

Vacancies for Post of 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 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 the 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) possess qualities such as reliability and trustworthiness;
 - (ii) have a positive attitude towards work and be able to get on well with people; and
 - (iii) have the ability to communicate in English and French.

III. DUTIES AND SALARY

1. To collect keys and deposit same from/to Police Station/Police Post.
2. To open and close offices.
3. To run official errands, including the despatch of correspondence, forms and materials and the distribution of files, documents and faxes.
4. To usher in/guide visitors to the schedule officers and maintain a record of such visits, if so required.
5. To clean premises and to maintain the physical environment at a good standard.
6. To ensure that all switches/lights are turned off before leaving office every afternoon.
7. To operate a telephone switchboard/PABX console.

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 3.30 p.m. on Wednesday 28 November 2012.**

IMPORTANT

Heads of Ministries/Departments should ensure that the contents of the Ministry of Civil Service and Administrative Reforms Circular Note No 23 of 2012 are brought to the attention of **all** eligible officers. In the case of officers who are overseas or on leave, a copy of the Circular Note together with application forms should be despatched to them on the very day on which the Circular Note is issued.

Date: 07 November 2012.

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