CIVIL SERVICE FAMILY PROTECTION SCHEME BOARD

Vacancy for the post of Clerical Officer/ Higher Clerical Officer

Applications are invited from qualified candidates who wish to be considered for appointment as Clerical Officer/ Higher Clerical Officer at the Civil Service Family Protection Scheme Board.

Age Limit

Candidates, unless already in the public sector or Parastatal Bodies, should not have reached their 45\(^{th}\) birthday by the closing date for the submission of applications.

Qualifications:

A. (a) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or

(b) Passes not below Grade ‘C’ in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained 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.

NOTE

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education ‘Advanced Level’.

OR
Equivalent qualifications to A and B above are acceptable to the Board.

C. Candidates should-
   i. be computer literate;
   ii. possess good communication skills;
   iii. have a positive attitude towards work; and
   iv. have a general knowledge of national and international issues.

NOTE:
1. Qualification at A above should have been obtained prior to qualification at B above.

2. Candidates should produce written evidence of knowledge claimed.

3. The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority), rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and equivalence documents, as appropriate, by the closing date.

4. The Board reserves the right:
   (i) to convene only the best qualified candidates for interview; and
   (ii) not to make any appointment following this advertisement.

SALARY: The permanent and pensionable post carries salary in the scale of Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 – 34825 a month.

DUTIES:
1. To perform clerical duties and word processing duties including, inter alia,-
   (i) preparation, scrutiny and processing of documents and records;
(ii) typing and collating a variety of general office correspondence and documents, according to competencies;

(iii) maintaining files of correspondence, forms, reports and other materials;

(iv) receiving, sorting and processing mail and preparing material for mailing;

(v) photocopying reports and other documents and operating standard office machines such as telefax machine;

(vi) carrying out word processing and data entry and updating information in a computer system;

(vii) carrying out registry, simple finance, human resource and procurement and supply work, under supervision;

(viii) assisting in administrative duties and providing general support to operational services;

(ix) drafting of replies to simple correspondence;

(x) operating e-mail services and carrying out secretarial duties, as and when required;

(xi) effecting simple research as and when required, and submit results thereof; and

(xii) keeping records regarding documents, books, magazines, etc of the organisation and assisting users by providing relevant information, whenever required.

2. To collect data in respect of contributions of employees remitted by Ministries/Departments and Parastatal Bodies.

3. To register birth, marriage and death certificates and other documents of contributors/ pensioners and their dependents.

4. To attend to pensioners, contributors and officers of Ministries/Departments and Parastatal bodies.

5. To attend to queries.
6. To open and update files for retired and deceased contributors.

7. To guide members of the public at the office, as and when required.

8. 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 Clerical Officers/Higher Clerical Officers in the roles ascribed to them.

**MODE OF APPLICATION**

Application should be made on the prescribed forms which can be downloaded from the Board’s website. The Forms are also available from the Reception Desk of the Board from Monday to Friday between 09.00 and 16.00 hours. The envelope should be clearly marked on the top left–hand corner <Clerical Officer/ Higher Clerical Officer, Civil Service Family Protection Scheme Board>.

**CLOSING DATE**

Duly filled and signed application form together with photocopies of educational certificates and testimonials should be addressed to the General Manager, CIVIL SERVICE FAMILY PROTECTION SCHEME BOARD, 2nd Floor, Mutual Aid Building 1, 5 Guy Rozemont Square, Port Louis, not later than 15.00 hours (local time) on Friday 04 August 2023.

Date: 16.07.2023