

SENIOR CITIZENS COUNCIL

VACANCY

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POST: **ATTENDANT**

AGE LIMIT FOR ENTRY: 48 Years

QUALIFICATIONS: Read up to Form V or an equivalent qualification acceptable to the SCC.

SALARY: The Permanent and Pensionable post carries salary in scale Rs 14725 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 25525

DUTIES:

- To work under the supervision of the Administrative Secretary of the SCC:
- To collect keys and deposit same from/to Police Station/Police Post.
- To open and close offices.
- To ensure that all switches/lights are turned off before leaving office.
- To clean premises, lavatories and toilets and to maintain the physical environment at a good standard.
- To remove and dispose all used office items/refuse/waste/leftovers.
- To run official errands, including the despatch of correspondence, forms and materials and the distribution of files, documents and faxes.
- To collect and deliver mail.
- Ensuring safekeeping of store items.
- Collecting, loading, unloading and conveying stores items.
- To handle and move furniture equipment and other items during organization of activities.
- To be in attendance at the reception counter of the SCC as and when required.
- To usher in / guide visitors and maintain a record of such visits, if so required.
- To attend calls as and when required.
- Operating simple office equipment such as photocopying / fax machines and perform simple binding duties.
- To make and serve tea/coffee/refreshments at office, Committee and Sub-Committee meetings and washing cutlery
- Being prepared to work after normal working office hours, during weekends and public holidays, as may be required.
- To performing any other duties as may be required by the Administrative Secretary.

**MODE OF APPLICATION/
CLOSING DATE:**

1. Applications with full curriculum vitae should be sent to the **Secretary, Senior Citizens Council, 2nd Floor, Block A, Astor Court, Lislet Geoffroy Street, Port Louis**, so as to reach him **not later than 3.00 p.m. on Friday 26 July 2024**. Applications received after the specified closing date and time will **not** be considered.