

# SENIOR CITIZENS COUNCIL

2<sup>nd</sup> Floor, Block A, Astor Court, Lislet Geoffroy Street, Port-Louis, Mauritius  
Tel: (230) 211-3246 Fax: (230)208-0907 Email: [sencico@intnet.mu](mailto:sencico@intnet.mu) Website: [www.sencico.org](http://www.sencico.org)

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## VACANCIES

### Post of Clerk/Word Processing Operator (Permanent and Pensionable)

#### AGE LIMIT

Candidates should not have reached their **45th** birthday by the closing date for the submission of applications.

#### QUALIFICATIONS

Candidates should possess:

- a) Cambridge School Certificate with at least five subjects including English Language, French and Mathematics;
- b) Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education 'Advanced Level'
- c) Certificate in IT

#### NOTE

- a) For candidates who possess IT at Cambridge School Certificate or Cambridge Higher School Certificate, qualification at (c) does not apply  
**OR**  
Equivalent qualifications to (a) and (b) above acceptable to the Council
- b) Candidates should produce written evidence of experience/knowledge claimed
- c) **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 Certificate, as appropriate, by the closing date.**
- d) Candidates may be required to take part in a written examination.
- e) The Council reserves the right:
  1. To convene only the best qualified candidates for interview; and
  2. not to make any appointment following this advertisement.

#### DUTIES AND SALARIES

To be responsible to the Administrative Secretary of the Council in:

1. Performing word processing and computer/data processing duties
2. Drafting simple letters and collating documents
3. performing registry work such as filing, registration, dispatching and receiving mail
4. preparing, scrutinizing and processing straightforward documents and records operating fax and photocopy machines
5. receiving senior citizens and other visitors at office and handling any queries they may have
6. providing assistance in the organization of activities and programmes for senior citizens
7. performing such other duties related to the main duties listed above as may be required by the Administrative Secretary

P.T.O.

8. The Permanent and Pensionable post carries salary in scale Rs 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

#### **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.