



**NATIONAL CHILDREN'S COUNCIL**  
**NOTICE OF VACANCY**

**The National Children's Council (NCC) is a corporate body under the aegis of the Ministry of Gender Equality and Family Welfare. It regroups both Governmental and Non-Governmental organisations working for the Protection, Welfare and Development of Children.**

**1. POSTS**

Applications are invited from qualified candidates who wish to be considered for employment as Clerk/Word Processing Operator on the establishment of the National Children's Council

**2. AGE LIMIT**

Candidates should not have reached their 45<sup>th</sup> birthday by the closing date for the submission of applications. However, the age limit is not applicable to Public Officers and employees of Parastatal Bodies.

**3. QUALIFICATIONS:**

- (A) The Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level" or an equivalent qualification acceptable to the Board.
- (B) A certificate in Word Processing or Data Processing from a recognized institution.
- (C) A certificate in keyboarding or typewriting with a speed of at least 25 words per minute from a recognized institution.

Candidates should produce written evidence of experience/ knowledge claimed

## **NOTE 1**

Candidates not possessing qualification at B above will also be considered provided they can operate a computer and make use of word processing and data processing packages. They will be required to undergo a test as arranged by the Board.

## **4. SALARY**

The permanent and pensionable post carries salary in the scale of Rs 16,785 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 34,825 (NCC 14)

## **5. MODE OF APPLICATION**

- a) Qualified candidates should submit their application on the prescribed form which may be obtained either at the National Children's Council, 1<sup>st</sup> Floor, CSK Building, Remy Ollier Street, Port Louis or on the website of the Ministry of Gender and Family Welfare at <http://gender.govmu.org>;
- b) For information on the advertisement and duties for the posts, interested candidates may visit the website at <http://gender.govmu.org>;
- c) Incomplete, inaccurate or inadequate filling of the Application Form shall entail elimination of the applicant;
- d) Applicants should possess all certificates/qualifications/testimonials at the time of application;
- e) Non-submission of information/documents/certificates/qualifications/testimonials will entail disqualification of the applicant;
- f) Copies of relevant certificates/qualifications/testimonials/documentary evidence of experience claimed and National Identity Card must be attached to the application form;
- g) The originals of birth and educational certificates should not be submitted with the application, but applicants should produce these if and when called upon to do so; and
- h) The onus for the submission of equivalence of qualification (if applicable) from the relevant local authorities rests on the candidate.

## **6. CLOSING DATE OF APPLICATION**

Applications should reach the **Ag Council Secretary, National Children's Council, 1<sup>st</sup> Floor, CSK Building, Remy Ollier Street, Port Louis, not later than 20 March 2023 at 15.30 hrs.**

## **7. NOTE**

- a) only the best qualified candidates will be called for interview;
- b) applications not made on the prescribed form and late applications will not be considered;
- c) selected candidates would be required to present their character certificate during interview;
- d) the National Children's Council reserves the right not to make any appointment as a result of this advertisement.

**National Children's Council  
1<sup>st</sup> Floor, CSK Building,  
Rémy Ollier Street  
Port Louis**

**Date: 5 March 2023**

## **Duties**

1. To perform duties of clerical nature such as-
  - (a) The preparation, scrutiny and processing of straight forward documents and records:
  - (b) Registry work;
  - (c) Establishment and stores work under supervision;
  - (d) Drafting replies to simple correspondence; and
  - (e) Carry out simple research work in connection with official documents
2. To perform word processing and simple computer/data processing.
3. To operate telefax, Email services, photocopying machines and other electronic communication equipment.
4. To attend to telephone calls.
5. To welcome visitors and attend to queries
6. 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 Clerk/Word Processing Operator in the roles ascribed to him.