

PUBLIC OFFICERS' WELFARE COUNCIL
ADVERTISEMENT NO. 2 of 2022
Vacancy for Posts of Clerk/Word Processing Operator

Applications are invited from qualified candidates who wish to be considered for appointment as Clerk/Word Processing Operator in the Public Officers' Welfare Council.

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their **45th** birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

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 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 (a) in five subjects including English Language with at least Grade C in any two subjects or (b) 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 acceptable to the Council.

C. A Certificate in keyboarding or typewriting with a speed of at least 25 words a minute from a recognised institution.

D. A Certificate in Word Processing or Data Processing from a recognised institution.

E. Candidates should –

- (i) possess effective interpersonal and communication skills;
- (ii) have a positive attitude towards work; and
- (iii) be computer literate.

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

NOTE 1

Candidates not possessing qualification at C above will also be considered provided they can type/operate a keyboard efficiently at a speed of at least 25 words a minute. They will be required to undergo a test as arranged by the Public Officers' Welfare Council.

NOTE 2

1. Candidates should produce written evidence of knowledge claimed.
2. **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.**
3. The Council reserves the right:
 - (i) to convene **only** the best-qualified candidates for interview; and
 - (ii) not to make any appointment following this advertisement.
 - (iii)

IV. DUTIES AND SALARY

A. Clerk/Word Processing Operator

1. To perform clerical and word processing duties including, inter-alia –
 - a. the preparation, scrutiny and processing of documents and records;
 - b. carrying out registry work, simple administrative and human resource duties under supervision; and
 - c. drafting replies to simple correspondence.
2. To type and collate letters/documents.
3. To carry out data entry, computer/data processing work and updating information on a computer system.
4. To maintain files of correspondence, forms, reports and other materials.
5. To receive, sort and process mail and to prepare materials for mailing.
6. To photocopy reports and other documents and operate standard office equipment such as telefax machine and e-mail services.
7. To prepare simple documents subject to check.
8. To use ICT in the performance of his duties.
9. 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.

Note

Clerk/Word Processing Operator will be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.

The permanent and pensionable post for Clerk/Word Processing Operator carries salary in scale 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

V. MODE OF APPLICATION

1. Qualified candidates should submit their application on the **Application Form** along with relevant copies of Professional/Academic Certificates to the Organising Secretary, Public Officers' Welfare Council, 12th Floor, SICOM Building 2, Corner Chevreau and Reverend Jean LeBrun Streets, Port Louis or on the website of the Council.
2. The Application Form is available at the Public Officers' Welfare Council, 12th Floor, SICOM Building 2, Corner Chevreau and Reverend Jean LeBrun Streets, Port Louis or on the website of the Council.
3. Candidates already in the service **should** submit their application **in duplicate**, the original to be sent directly to the Organising Secretary, Public Officers' Welfare Council and the duplicate through their respective Supervising Officer/Responsible Officer.
4. This advertisement together with the Application Form are available on the website of the Public Officers' Welfare Council at **<https://powc.govmu.org>**.
5. Acknowledgement of applications will be made, as far as possible, **by e-mail**. Candidates are, therefore, advised to submit their e-mail address.
6. Care should be taken to fill in the Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

VI. CLOSING DATE

Application Forms should reach the Organising Secretary, Public Officers' Welfare Council, 12th Floor, SICOM Building 2, Corner Chevreau and Reverend Jean LeBrun Streets, Port Louis, **not later than 15 00 hours (local time) on Monday, 19th September 2022**. Application Forms received after the specified closing date and time will **not** be considered.

**Public Officers' Welfare Council,
12th Floor, SICOM Building 2,
Corner Chevreau and
Reverend Jean LeBrun Streets
Port Louis**

Date: 25.08.2022