



MAURITIUS SPORTS COUNCIL
VACANCY
CLERK/WORD PROCESSING OPERATOR (WPO)

Applications are invited from qualified candidates who wish to be considered for appointment as **Clerk/WPO on Permanent and Pensionable**, at the Mauritius Sports Council, a statutory body under the aegis of the Ministry of Youth Empowerment, Sports and Recreation.

II. AGE LIMIT

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

III. QUALIFICATIONS

A. (i) 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**

(ii) 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.

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 an equivalent qualification acceptable to the Board.

C. A Certificate in Typewriting at a speed of at least 25 words a minute from a recognized institution.

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

Note 1:

Candidates not possessing qualification at C above will also be considered provided they can type efficiently at a speed of at least 25 words a minute.

Note 2:

Candidates not possessing qualification at D above will also be considered provided they can show proof of being able to operate a computer and use word processing and data processing packages.

Selected candidates will be required to -

- (i) produce written evidence of knowledge claimed.

- (ii) show proof of vaccination.

IV. DUTIES

1. To perform duties of a clerical nature such as -
 - (i) the preparation, scrutiny, processing and speedy handling of straightforward documents, records, data entry, et c;
 - (ii) registry work;
 - (iii) simple finance, human resources and stores duties under supervision; and
 - (iv) drafting replies to simple correspondence.
2. To carry out simple research work in connection with official documents.
3. To type and collate documents from written drafts and recordings.
4. To record various kinds of dictated or other matter in shorthand and make a transcription in typewriting form.
5. To perform word processing and simple computer/data processing work.
6. To photocopy reports and other documents and operate standard office machines, like telefax, email, etc.
7. To act as Secretary in committees.
8. To operate the reception counter and attend visitors.
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 3:

The Clerk/WPO may be required to work outside normal working hours as and when required in relation to the organization of official functions.

V. SALARY

This 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

VI. MODE OF APPLICATION

- (a) Qualified candidates should submit their application on the prescribed Application Form which may be obtained at the Reception Desk, Mauritius Sports Council, Royal Road, Belle Rose or in the vacancy section of the websites of the Mauritius Sports Council and Active Mauritius.
- (b) Applications should reach the Human Resource Officer, Mauritius Sports Council, Royal Road, Belle Rose **not later than 16:00 hours on Monday, 11 December 2023 through registered post.**
- (c) Applications not made on the prescribed form will not be accepted.
- (d) Envelopes should be clearly marked on the top left-hand corner "Post of Clerk/WPO".

Important:

- (i) Incomplete, inadequate or inaccurate filling of the Application Form may cause a candidate's elimination. It is an offence to give information which is false or to conceal any relevant information. This may lead to an application being rejected or, if a candidate has already been appointed, to the termination of his appointment.
- (ii) Qualifications obtained after the closing date for the submission of applications as specified in the advertisement will not be accepted.
- (iii) Only qualified persons should apply.
- (iv) Copies of Birth and Educational certificates should be submitted with the application, but applicants should produce these if and when called upon to do so.

(v) Only the best qualified candidates will be called for interview.

VII. CLOSING DATE OF APPLICATION

- (a) Applications should reach the Human Resource Officer, Mauritius Sports Council, Royal Road, Belle Rose **not later than 16:00 hours on 11 December 2023** through registered post.
- (b) Applications not made on the prescribed form will not be accepted.
- (c) Applications obtained after the closing date will not be accepted.

29 November 2023

**The Human Resource Officer
Mauritius Sports Council
Royal Road, Belle Rose**

THE MAURITIUS SPORTS COUNCIL RESERVES THE RIGHT TO CALL THE BEST QUALIFIED CANDIDATES FOR INTERVIEW AND NOT TO MAKE ANY APPOINTMENT FOLLOWING THIS ADVERTISEMENT.