

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 38 OF 2018

Vacancies for Post of Shorthand Writer
Ministry of Finance and Economic Development
(Assessment Review Committee)

Applications are invited from qualified candidates who wish to be considered for appointment as Shorthand Writer in the Assessment Review Committee, Ministry of Finance and Economic Development.

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their **40th** birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

1. Candidates should possess:

- A.** a Cambridge Higher School Certificate with passes at “Principal Level” in English Language and French or passes in at least two subjects including English and French obtained on one certificate at the General Certificate of Education “Advanced Level”.
- B.** a Certificate in keyboarding or typewriting with a speed of at least 40 words a minute from a recognised institution.

OR

Equivalent qualifications to **A** and **B** acceptable to the Public Service Commission.

2. Candidates should –

- (i) have the ability to use computer-assisted transcriptions;
- (ii) possess excellent word processing skills and be able to use digital recording system;
- (iii) have good communication skills;
- (iv) be able to meet tight deadlines;
- (v) have the ability to prioritise work; and
- (vi) be computer literate.

NOTE

Senior Word Processing Operators and Word Processing Operators who hold a substantive appointment in their respective grades will also be considered provided they possess the qualifications laid down at **1.B** and **2** above.

Note

1. Candidates should submit a copy of the qualification at **1.B** above together with their Application Form.
2. Candidates should also produce written evidence of knowledge claimed.
3. **The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Tertiary 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.**
4. The Commission reserves the right to convene **only** the best qualified candidates for interview.

IV. DUTIES AND SALARY

1. To listen to digital recorded minutes of proceedings and meetings, both in English and French and to transcribe them.
2. To give clerical, typewriting and secretarial assistance, as and when required.
3. To ensure that all documents are typed correctly and accurately.
4. To work collaboratively with other secretarial support to provide a responsible and professional secretariat support.
5. To provide training to Senior Word Processing Operators and Word Processing Operators, as and when required.
6. To use ICT in the performance of his duties.
7. 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 Shorthand Writer in the roles ascribed to him.

Note

Shorthand Writers may be required to work outside normal working hours.

The permanent and pensionable post carries salary in scale Rs 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 39,575 a month.

V. MODE OF APPLICATION

1. Qualified candidates should submit their application on **PSC Form 7** which may be obtained **either** from the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis **or** from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side **or** from the Chief Commissioner's Office, Port Mathurin, Rodrigues **or** from the offices of the Mauritius High Commissions/Embassies overseas.
2. Candidates already in the service should submit their application **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising/Responsible Officer.
3. This advertisement together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at <http://psc.govmu.org>
4. Candidates are encouraged to submit online application through the Government web portal at <http://www.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. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS TO CANDIDATES”** before filling in the Application Form. 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

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. on Monday 04 June 2018.**

Date: 15 May 2018

Public Service Commission,
7, Louis Pasteur Street,
FOREST SIDE.