Applications are invited from qualified candidates who wish to be considered for appointment as Ticket/Sales Officer in the National Parks and Conservation Service of the Ministry of Agro-Industry and Food Security.

II. AGE LIMIT

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

III QUALIFICATIONS

A. Candidates should possess a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate or passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate at the General Certificate of Education “Ordinary Level” or an equivalent qualification acceptable to the Public Service Commission.

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. Candidates should:

(i) be fluent in English and French
(ii) have good communication and interpersonal skills; and
(iii) be computer literate

NOTE

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 (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.

3. The Commission reserves the right to convene only the best qualified candidates for interview.
IV DUTIES AND SALARY

1. To sell tickets to visitors and keep records thereof.
2. To take charge of and distribute/sell publications and other items.
3. To provide orientation and relevant information to visitors.
4. To keep records of information about visitors and produce relevant reports, as and when required.
5. To assist in the monitoring of visitors’ flow.
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 Ticket/Sales Officer in the roles ascribed to him.

Note

Ticket/Sales Officers will be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays.


V. MODE OF APPLICATION

1. Qualified candidates are advised to submit their application electronically at the following address:

   http://psc.govmu.org/English/Pages/PscHomepage.aspx

2. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from 9.00 a.m. to 3.30 p.m. on weekdays and not later than 3.00 p.m. on the closing date.

3. Candidates are requested to follow the procedures that can be accessed through the “How to Apply” option on the above address.

4. Candidates already in the service should submit a printed copy of their electronic Application Form, duly signed, through their respective Supervising/Responsible Officer.
5. Acknowledgement of applications will be made by e-mail. Candidates are advised to submit their e-mail address.

6. For technical support, the Government Online Centre (GOC) may be contacted on the e-mail address: support@ncb.mu or on phone number 454 9955.

7. For any other query, the help desk of the Public Service Commission may be contacted on e-mail address pdsc@govmu.org, or phone number 670 9705 or fax number 670 3417.

8. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to Public Advertisement)” before filling in the Application Form. Care should be taken to fill in the on-line Application Form correctly. Incomplete, inadequate or inaccurate filling of the Application form may entail elimination of the candidate.

9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may 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, or from the Chief Commissioner’s Office, Port Mathurin, Rodrigues or from the offices of the Mauritius High Commissions/Embassies overseas.

VII. CLOSING DATE OF APPLICATION

Applications should reach the Secretary, Public Service Commission, not later than 3.00 p.m. on Monday 09 July 2018.

Date: 19 June 2018

Public Service Commission,
7, Louis Pasteur Street,
Forest Side.

MAURITIUS