Vacancy for Post of Receptionist/Telephone Operator
Rodrigues Regional Assembly (Central Administration)

Applications are invited from qualified Rodriguan candidates who wish to be considered for appointment as Receptionist/Telephone Operator in the Central Administration of the Rodrigues Regional Assembly.

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

A. Candidates should possess a Cambridge School Certificate with credit in English Language and French obtained on one certificate or passes in at least five subjects with at least Grade C in English Language and French 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; and

(ii) be computer literate.

NOTE

1. Candidates should produce written evidence of knowledge claimed.

2. The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.

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

1. To operate the reception counter, wherever applicable.

2. To maintain a register of all visitors.

3. To assist visitors by providing information to them to facilitate their contact with officers of the Division and to direct them to the appropriate offices.

4. To control access to offices of the Divisions.

5. To take messages from outside callers and transmit same to officers concerned.

6. To operate the telephone switchboard (PABX).

7. To use ICT in the performance of his duties.

8. 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 Receptionist/Telephone Operator in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 10,925 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 22,925 a month plus salary compensation at approved rates.

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.

2. 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](http://psc.govmu.org).

3. Acknowledgement of applications will be made, as far as possible, by e-mail. Candidates are therefore advised to submit their e-mail address.

4. 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 applicant.**
VI. CLOSING DATE

Applications should reach the Island Chief Executive, Chief Commissioner’s Office, Port Mathurin, Rodrigues, **not later than 3.15 p.m. on Monday 24 August 2015.**

**IMPORTANT**

The post which falls under the Establishment of the Rodrigues Regional Assembly is restricted for service in Rodrigues only. Any request for transfer or promotion to any similar or other posts in Mauritius will not be considered at any stage from any person who is selected for appointment.

Date: 11 August 2015

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