PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 28 OF 2015

Vacancies for Post of Confidential Secretary
Ministry of Civil Service and Administrative Reforms

Applications are invited from qualified officers who wish to be considered for appointment as Confidential Secretary in the Ministry of Civil Service and Administrative Reforms.

II. QUALIFICATIONS

By selection from among officers in the grades of-

(i) Senior Word Processing Operator; and
(ii) Word Processing Operator

who –

(a) reckon at least 15 years’ service in a substantive capacity in the cadre;
(b) possess a certificate in word processing from a recognised institution;
(c) are fluent in English and French;
(d) have shown qualities of trustworthiness, discretion, maturity, tact and initiative;
(e) are capable of dealing efficiently with members of the public; and
(f) are able to work under pressure.

Note

Confidential Secretaries may be required to follow training, as and when required, to equip them to perform their tasks.

III. DUTIES AND SALARY

1. To arrange appointments and deal with enquiries.
2. To make telephone calls and screen incoming calls and visitors and determine the course of action required for satisfactory disposition.
3. To take messages and facilitate the process of communication between the relevant stakeholders.
4. To perform general secretarial duties including the taking of notes, typing, classification and retrieval of records and documents.
5. To perform word processing and telex/telefax duties and simple computer/data processing work and operate e-mail services.
6. To keep track of important documents, papers and make them available expeditiously.
7. To prioritise work on a daily basis and to be responsible for ensuring that deadlines are met and appointments honoured.
8. To ensure that meetings are well organised and take place in time and appropriate information is made available.

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 Confidential Secretaries in the roles ascribed to them according to their postings.

NOTE

Confidential Secretaries may be required to work outside normal working hours.

The permanent and pensionable post carries salary in scale Rs 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 35,375 a month plus salary compensation at approved rates.

IV. 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 Commission/Embassies overseas.

2. Applications should be submitted in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising/ Responsible Officers.

3. This circular together with the application form (PSC Form 7) are available on the website of the Public Service Commission at http://psc.govmu.org

4. On-line application can also be submitted 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 encouraged to submit their e-mail address.

6. Candidates are 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.

V. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m. on Wednesday 08 July 2015.

Date: 18 June 2015