

**MAURITIUS PUBLIC SERVICE**

**PUBLIC ADVERTISEMENT NO. 24 OF 2018**

**Vacancies for the Post of School Clerk**  
**Ministry of Education and Human Resources,**  
**Tertiary Education and Scientific Research**

Applications are invited from qualified candidates who wish to be considered for appointment as School Clerk in the Ministry of Education and Human Resources, Tertiary Education and Scientific Research.

**II. AGE LIMIT**

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

**III. QUALIFICATIONS**

1. Candidates should possess:

- A.** a 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

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 (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

**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.** 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**

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

- 2.** Candidates should be computer literate.

**NOTE**

1. Qualification at **1.A** above should have been obtained prior to qualification at **1.B** above.
2. Candidates should 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 perform under the general supervision and responsibility of the head of school, non-pedagogical duties such as –
  - (a) supervision of the preparation and/or distribution of food, shoes, school furniture, materials and any other items to school children;
  - (b) compilation of statistical data;
  - (c) assisting in –
    - (i) the inventory of school furniture, materials and equipment, including audio-visual materials;
    - (ii) orderly duties and in the rendering of first aid; and

- (iii) the upkeep of the school premises, furniture and all school equipment.
  - (d) keeping of accounts and/or fund in respect of the School Garden Fund, Canteen Fund and any other funds and effecting payments or receiving money due;
  - (e) running the school library and the Multi Media Laboratory; and
  - (f) attending all Parent Teacher Association meetings and helping in any extra-curricular activities, as and when required.
2. To perform word processing and other basic ICT functions, including assisting the head of school in the use of ICT in the administration and management of school.
  3. 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 School Clerk in the roles ascribed to him.

**Note**

School Clerks will be required to work during school vacations and, if the need arises, they may be called upon to provide their services in other sections of the Ministry during that period.

The permanent and pensionable post carries salary in scale Rs 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 30,175 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 applicant.**

**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 Thursday 19 April 2018.**

**Date: 06 April 2018**

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