Vacancies for Post of Telephonist
Rodrigues Regional Assembly (Health)

Applications are invited from qualified Rodriguan candidates who wish to be considered for appointment as Telephonist in the Rodrigues Regional Assembly (Health).

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their 45th 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 English Language and French obtained at not more than two sittings or Passes in at least five subjects with at least Grade C in English Language and French 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 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 polite and courteous.
NOTE

1. The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of Equivalence Certificate, as appropriate, by the closing date.

2. Candidates may be required to take part in a written examination.

3. The Commission reserves the right:
   
   (i) to convene only the best qualified candidates for interview; and
   
   (ii) not to make any appointment following this advertisement.

IV. DUTIES AND SALARY

1. To operate the telephone switchboard (PABX) and a staff location system in a hospital on a 24-hour shift.

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

3. To perform related clerical work.

4. To report any defect to responsible officer.

5. 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 Telephonist in the roles ascribed to him.

Note

Telephonists will be required to work on shift covering a 24-hour service including, Saturdays, Sundays and Public Holidays and officially declared cyclone days.

The permanent and pensionable post carries salary in scale Rs 16,005 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 32,350 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 Public Service, Administrative and Institutional 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. This advertisement together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at https://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 candidate.

VI. CLOSING DATE

Application Forms should reach the Island Chief Executive, Chief Commissioner’s Office, Port Mathurin, Rodrigues, not later than 15 15 hours (local time) on Monday 20 February 2023. Application Forms received after the specified closing date and time will not be considered.

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.

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

Date: 07 February 2023

MAURITIUS.