

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 72 OF 2023

Vacancies for Post of Confidential Secretary **Ministry of Public Service, Administrative and Institutional Reforms**

Applications are invited from qualified officers who wish to be considered for appointment as Confidential Secretary in the Ministry of Public Service, Administrative and Institutional 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 eight 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 the Confidential Secretary in the roles ascribed to him.

Note

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

The permanent and pensionable post carries salary in scale Rs 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 43,500 a month.

IV. MODE OF APPLICATION

1. Qualified candidates should submit their application **electronically** *via* the website of the Public Service Commission at the following address: **<https://psc.govmu.org>**
2. Candidates are requested to follow the procedures that can be accessed through the **“How to Apply”** option on the above address.
3. Candidates **should** also submit a printed copy of their Application Form, **duly signed**, through their respective Supervising Officer/Responsible Officer.

4. For queries regarding **Username & Password**, the Government Online Centre (GOC) may be contacted on the e-mail address support@ncb.mu or on phone number **454 9955**.
5. For **technical support and other queries**, the helpdesk of the Public Service Commission may be contacted on the e-mail address pdsc@govmu.org or phone number **670 9705** or fax number **670 3417**.
6. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)”** before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

V. CLOSING DATE

Online applications should be submitted **not later than 15 00 hours (local time) on Monday 25 September 2023**. Applications received after the specified closing date and time will **not** be considered.

Date: 05 September 2023

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