

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 47 OF 2024

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 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. 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 Officer/Responsible Officer.

3. This circular together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at **<https://psc.govmu.org>**
4. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
5. 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.**

V. CLOSING DATE

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side **not later than 15 00 hours (local time) on Thursday 26 September 2024**. Application Forms received after the specified closing date and time will **not** be considered.

Date: 06 September 2024

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