

**MAURITIUS PUBLIC SERVICE**

**PUBLIC ADVERTISEMENT No. 42 OF 2025**

**Vacancy for Post of Transcriber**  
**Employment Relations Tribunal**

Applications are invited from qualified candidates who wish to be considered for appointment as Transcriber in the Employment Relations Tribunal.

**II. AGE LIMIT**

Candidates, unless already in the Service, should not have reached their **45<sup>th</sup>** birthday by the closing date for the submission of applications.

**III. QUALIFICATIONS**

- A. A Cambridge Higher School Certificate with passes at “Principal Level” in English and French or Passes in at least two subjects including English and French obtained on one Certificate at the General Certificate of Education “Advanced Level”.
- B. A certificate in keyboarding or typewriting with a speed of at least 40 words per minute from a recognised institution.

OR

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

- C. Candidates should –
  - (i) have the ability to use computer-assisted transcriptions;
  - (ii) possess good word processing skills and be able to use digital recording systems;
  - (iii) be able to communicate effectively, both in writing and orally;
  - (iv) possess good listening skills; and
  - (v) be computer literate.

**NOTE**

Senior Word Processing Operators and Word Processing Operators who hold a substantive appointment in their respective grade will also be considered provided they possess the qualifications laid down at B and C above.

**Note**

1. Candidates should submit a copy of the qualification at B above together with their Application Form.

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 (Higher 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. Candidates may be required to take part in a written examination.
5. 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 be responsible to the Registrar, Employment Relations Tribunal through the Senior Transcriber for the effective recording and accurate transcription and reporting of the proceedings of the Tribunal.
2. To undertake effective recording, annotations, transcription and editing exercises.
3. To operate the digital recording system.
4. To give clerical, typing and secretarial assistance, as and when required.
5. To use ICT in the performance of his duties.
6. 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 Transcriber in the roles ascribed to him.

#### **Note**

Transcribers may be required to work at staggered hours.

The permanent and pensionable post carries salary in scale Rs 23,025 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 – 44,800 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 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 Form **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 advertisement 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.**

#### **VI. 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 Monday 01 September 2025.** Application Forms received after the specified closing date and time will **not** be considered.

**Date: 12 August 2025**

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