

3. Clerk/Word Processing Operator (On Contract)

Applications are invited from suitably qualified candidates who wish to be considered for employment as Clerk/Word Processing Operator on a contract basis for a period of one year. After the contractual employment of one year and subject to satisfactory performance, consideration may be given for appointment on the Permanent and Pensionable Establishment of the Special Education Needs Authority which is a corporate body operating under the aegis of the Ministry of Education, Tertiary Education, Science and Technology.

Qualifications:

- A. A Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics obtained on one certificate or passes not below Grade C in at least five subjects including English Language, French and Mathematics obtained on one certificate at the General Certificate of Education "Ordinary Level" or an equivalent qualification acceptable to the Board.

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. The Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level" or an equivalent qualification acceptable to the Board.
- C. A certificate in Word Processing or Data Processing from a recognized institution.
- D. A certificate in keyboarding or typewriting with a speed of at least 30 words per minute from a recognized institution.
- E. Be computer literate.

NOTE 1: Candidates not possessing qualification at C above will also be considered provided they can type/operate a keyboard efficiently at a speed of at least 25 words a minute. They will be required to undergo a test as arranged by the Board.

NOTE 2: Candidates not possessing qualification at D above will also be considered provided they can operate a computer and make use of word processing and data processing packages. They will be required to undergo a test as arranged by the Board.

Duties:

1. To perform duties of a clerical nature such as –
 - (a) the preparation, scrutiny and processing of documents/cases and records;
 - (b) the preparation of simple documents subject to check;
 - (c) registry work;
 - (d) simple finance, establishment and stores work under supervision; and

- (e) the drafting of replies to simple correspondence.
- 2. To maintain files, forms, reports and other materials for mailing and operate e-mail services.
- 3. To keep records regarding documents, books, magazines of the SENA and assist users by providing relevant information, whenever required.
- 4. To perform word processing and computer/data processing work and collate general office correspondence /documents/ reports and other materials.
- 5. To operate modern office equipment such as telefax machine and electronic photocopying machine.
- 6. To replace Confidential Secretaries, as and when required.
- 7. To use ICT in the performance of his duties.
- 8. 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 Clerk/Word Processing Operator in the roles ascribed to him.

Salary and Travelling: Rs 16,785 + compensation at approved rates. Travelling expenses will be refunded at bus rate.

Mode of Application:

- (i) Candidates should submit their application on the prescribed form which may be obtained from the website of the SENA: <http://senagovmu.org>
- (ii) Copies of relevant educational certificates, documentary evidence of experience/knowledge claimed and National Identity Card/Birth Certificate and Marriage Certificate (if applicable) must be attached with the application.
- (iii) Originals of documents should be produced at the time applicants will be called for interview.

Closing Date:

Application forms, duly filled in, should reach the Special Education Needs Authority, Cyber Tower 2 (Level B), Ebene Cybercity by **15 00 hours at latest on Wednesday 18 October 2023.**

NOTE:

- 1. The onus for the submission of written evidence of experience/knowledge claimed and equivalence of qualifications (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

experience/knowledge claimed and equivalence Certificate, as appropriate by the closing date.

2. The Board of the SENA reserves the right to convene **only** the best qualified candidates for interview.
3. The post applied for should be clearly marked on the left hand corner of the envelope.
4. Late/incomplete application or application not made on the prescribed form will not be considered.
5. The Authority reserves the right not to fill the vacancy following this advertisement.

Special Education Needs Authority
Cyber Tower 2 (Level B)
Ebene Cybercity
Tel: 460 3015

06 October 2023