



SPECIAL EDUCATION NEEDS AUTHORITY (SENA) VACANCIES

Applications are invited from qualified candidates who wish to be considered for appointment as Confidential Secretary, at the Special Education Needs Authority, which operates under the aegis of the Ministry of Education, Tertiary Education, Science and Technology.

POST: Confidential Secretary

QUALIFICATIONS

By selection from among public officers in the grades of Senior Word Processing Operator and Word Processing Operator in the Public Sector who-

- (i) Reckon at least **Five years'** service in a substantive capacity in the cadre;
- (ii) possess a certificate in word processing from a recognized institution;
- (iii) Is fluent in English and French;
- (iv) have shown qualities of trustworthiness, discretion, maturity, tact, confidentiality and initiative;
- (v) are capable of dealing efficiently with members of the public and other stakeholders; and
- (vi) have the ability to meet deadlines.

NOTE:

Confidential Secretary may be required to follow training, as and when required, to equip them to perform their work.

DUTIES

1. To arrange appointments and deal with enquires.
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 document, 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 appointment honoured.
8. To ensure that meetings are well organized and take place in time and appropriate information be 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 Confidential Secretary in the roles ascribed to him.

NOTE:

Confidential Secretary may be required to work after normal working hours.

SALARY

The permanent and pensionable post carries salary in the scale Rs 19,200 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 38,350 a month. (Pre PRB)

- (i) written evidence of knowledge/experience claimed; and
- (ii) a recent Certificate of Character.

NOTE

Selected candidates will be required to undergo a medical test to assess their eyesight and physical fitness.

MODE OF APPLICATION

- (i) Candidates should submit their application on the prescribed form which may be obtained from the Reception Counter of the Ministry of Education, Tertiary Education, Science and Technology, MITD House, Pont Fer, Phoenix or on the website of the Ministry
- (ii) Copies of the relevant educational certificates, documentary evidence of experience/knowledge claimed and National Identity Card/Birth Certificate and Marriage Certificate (if applicable) must be attached to the application.
- (iii) Originals of documents should be produced at the time applicants will be called for interview.

- (iv) The onus for submission of written evidence of experience/knowledge claimed and equivalence of qualifications (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualification 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.
- (v) Incomplete, inadequate or inaccurate filling of the Application form may entail elimination of the applicant.

CLOSING DATE

Application forms, duly filled in, should reach the Director, Special Education Needs Authority, 2nd Floor, MITD House Phoenix **by 15 00 hours at latest on Wednesday 29th June 2022**. The post applied for should be clearly indicated on the left hand corner of the envelope.

NOTE

The Board of the Special Education Needs Authority reserves the right to convene only the best qualified candidates for interview as well as the right not to make any appointment following this advertisement.

Date: 17 June 2022