

SPECIAL EDUCATION NEEDS AUTHORITY



NOTICE OF VACANCIES

- 1. Confidential Secretary**
- 2. Receptionist/Telephone Operator**
- 3. Driver/Office Attendant**

Interested candidates are kindly requested to consult the full job description (qualifications requirements, Duties and Salary) attached to each of the above mentioned post on the website of the Ministry of Education, Tertiary Education, Science and Technology at <https://education.govmu.org>

Mode of Application: Application form may be downloaded from the Website of the Ministry of Education, Tertiary Education, Science and Technology at <https://education.govmu.org> or may be obtained from the Reception Counter of the Ministry of Education, Tertiary Education, Science and Technology, MITD House, Pont Fer, Phoenix

Closing Date: Application forms, duly filled, should reach the Director, Special Education Needs Authority, Room 2.44, 2nd Floor, MITD House, Phoenix **by 15 00 hours at latest on Thursday 10th March 2022.**

NOTE

1. Candidates should produce written evidence of experience claimed.
2. The onus for the 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.
3. The post applied for should be clearly indicated on the left hand corner of the envelope.
4. Only the best qualified candidates will be convened for interview.
5. Late/incomplete application or application not made on the prescribed form will not be considered.
6. The SENA reserves the right not to fill the vacancies following this advertisement.

Date: 18 February 2022