



SPECIAL EDUCATION NEEDS AUTHORITY (SENA) VACANCIES

Applications are invited from qualified candidates who wish to be considered for appointment as Confidential Secretary, Receptionist/Telephone Operator or Driver/Office Attendant 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 ten years' service in a substantive capacity in the cadre;
- (ii) possess a certificate in word processing from a recognized institution;
- (iii) are 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 Report 2021)

POST: Receptionist/Telephone Operator

QUALIFICATIONS

- A. Cambridge School Certificate with credit in English Language and French obtained at not more than two sittings or Passes not below Grade C in English Language and French obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject

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. Candidate should -
- (i) have the ability to communicate fluently in English and French;
 - (ii) possess good communication skills; and
 - (iii) have a high sense of integrity and trustworthiness and tact.

Candidate should produce written evidence of knowledge claimed.

DUTIES

1. To operate the reception desk of the Authority.
2. To operate the telephone switchboard (PABX).
3. To maintain a register of all visitors.
4. To assist/direct visitors and providing relevant information.
5. To control access to offices of the Authority.
6. To take messages from outside callers and transmit same to staff concerned.
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 the Receptionist/Telephone Operator in the roles ascribed to him.

SALARY

The permanent and pensionable post carries salary in the scale Rs 12490 X 260- 14,050 X 275-15,150 X 300-15,750 X 325-17,700 X 375-19,575 X 475-21,950 X 625-23,200 X 775-25,525 a month. (Pre PRB Report 2021)

POST: Driver/Office Attendant

QUALIFICATIONS

A. By selection from among candidates who-

- (i) Possess the Certificate of Primary Education/Primary School Achievement Certificate;
- (ii) Possess a valid driving license (manual gear) to drive cars or vans or 15-seater minibuses or lorries up to five tons;
- (iii) reckon three years driving experience;
- (iv) have a high sense of integrity, trustworthiness and patience;
- (v) have a basic knowledge of mechanics and simple vehicle maintenance; and
- (vi) have a good eyesight.

B. Candidate should produce-

- (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.

DUTIES

1. To drive vehicles of the Special Education Needs Authority for the conveyance of staff, officials and other authorised persons, materials and equipment in connection with the activities of the Authority.
2. To carry out simple checks/maintenance tasks including –
 - (a) checking of radiator or overflow tank for water level and filling up with water, if necessary;
 - (b) checking of engine oil-level and topping up, if necessary, and reporting any unusual oil consumption;
 - (c) checking of fluid levels of brake master cylinder and clutch master cylinder and topping up, if necessary;
 - (d) checking of wheel nuts for wheel tightness and checking of all wheels including spare wheel for the tyre pressure and uneven/abnormal wear;
 - (e) monitoring mileage run/period vehicle is used, and inform the officer in charge of transport when servicing is due;
 - (f) washing and cleaning the vehicle's body and interiors;
 - (g) ensuring that the interior of the vehicle is kept clean at all times and free of dust;
 - (h) checking of battery electrolyte level and topping up, as and when necessary; and
 - (i) checking of all lights, horn, wipers, brake and clutch to ensure that they are in good working condition.
3. To report any defect observed to the officer in charge of transport and take vehicle to workshop for repair/servicing as instructed by the latter.
4. To attend to minor repairs such as changing of tyres and making arrangements for mending of punctures in the event of breakdown on the road.
5. To help, whenever required, the mechanic when the vehicle under his charge breaks down on the road and has to be towed or repaired on the spot.

6. To keep a log book and record issue of fuel, all movements, tyres and battery changes.
7. To collect keys and deposit same from Police Station/Police Post.
8. To open and close office.

9. To run official errands including dispatch/distribution of letters, documents, forms.
10. To clean office premises and to maintain the physical environment at a good standard.
11. To operate duplicating machine, photocopying machine and a telephone switchboard as and when required.
12. To ensure that all switches/lights are turned off before leaving office every afternoon.
13. To help in the organisation of events.
14. To be in attendance at the reception counter, direct visitors and keep visitors' book, as and when required.
15. 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 Driver/Office Attendant in the roles ascribed to him.

NOTE

1. Driver/Office Attendants will be required to work outside normal working hours including Saturdays, Sundays and Public Holiday.
2. Driver/Office Attendants should abide by the provisions of the Financial Management Kit concerning responsibilities of a Driver for their vehicle.

SALARY

The permanent and pensionable post carries salary in the scale Rs 12,750 x 260-14,050 X 275-15,150 X 300-15750 X 375 – 17,700 X 375-19,575 x 475 – 21,950 x 625 – 23,200 a month (Pre PRB Report 2021)

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 at <https://education.govmu.org>
- (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 Thursday 10th March 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: 18 February 2022

