

MAURITIUS QUALIFICATIONS AUTHORITY

SCHEME OF SERVICE

Post: Clerk/Word Processing Operator/Receptionist

Salary Scale: Rs 16,785 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 34,825 (**MQA 3**)

Qualifications:

A.(i) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts;

OR

(ii) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts 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

OR

An equivalent qualification acceptable to the Board

B. 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;

Note: Candidates not possessing a credit in English Language at the Cambridge School of 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.

C. A Certificate in Typewriting or Keyboarding with a speed of at least 25 words a minute from a recognised institution or an equivalent qualification acceptable to the Board; and

D. A Certificate in Word Processing or Data Processing from a recognised institution or an equivalent qualification acceptable to the Board.

E. Fluency in English and French

Qualification at A above should have been obtained prior to qualification at B above.

Note 1: Candidates not possessing qualification at C above will also be considered provided they can type efficiently at a speed of at least 25 words a minute.

Note 2: Candidates not possessing qualification at D above will also be considered provided they can show proof of being able to operate a computer and use word processing and data processing packages.

Duties:

1. To perform duties of a clerical nature such as:
 - a) The preparation, scrutiny and processing of straightforward documents, records, etc.,;
 - b) The preparation of simple documents subject to check;
 - c) Arithmetical work;
 - d) Registry work;
 - e) Simple finance, human resource and procurement and supply work under supervision; and
 - f) Drafting of replies to simple correspondence.
2. To operate office equipment such as telefax machine, electronic photocopying machine, etc..
3. To perform email, word processing and data processing work.
4. To type, collate and edit official documents and reports.
5. To perform such other duties directly related to the main duties listed above and related to the delivery of the output and the results expected from Clerk/Word Processing Operator in the roles ascribed to them.