



VACANCY FOR THE POST OF MANAGEMENT SUPPORT OFFICER

Applications are invited from duly qualified candidates who wish to be considered for the post of Management Support Officer at the Medical Council of Mauritius

Age limit: Below 40 years.

Qualifications and Work Experience:

- (i) A Cambridge School Certificate with credit in English Language and French obtained on one Certificate or Passes not below Grade C in at least five subjects including English Language and French obtained in one Certificate at the General Certificate of Education "Ordinary Level" or an equivalent qualification acceptable to the Council.
- (ii) Higher School Certificate or an equivalent qualification with passes in at least 2 subjects at Principal Level.
- (iii) A certificate of Word Processing or Data Processing from a recognised institution.
- (iv) The candidate should possess excellent communication skills in both English and French.
- (v) Candidate should have at least **2 years experience** in clerical duties

Duties:

1. To perform general clerical duties;
- 3 To perform duties such as:
 - (i) the preparation, scrutiny and processing of documents, records etc.
 - (ii) registry work
 - (iii) drafting replies to simple correspondences
 - (iv) take down dictation, transcribe and type documents;
 - (v) simple finance and HR duties
- 4 To perform computer/data processing works and to operate telefax, photocopying machine and other electronic communication equipment.
- 5 To provide customer service to the relevant stakeholders and the general public and/or direct them to proper person;

- 6 To assist in the organisation of functions, lectures, talks and other activities as and when required.
- 7 To act as secretary to Committees as and when required.
- 8 To perform such cognate duties as may be assigned by the Registrar.

Salary Scale: - Rs **16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**

Mode of Application

Candidates should submit their application by sending an application letter together with their Curriculum Vitae giving full details of work experience, copies of birth certificate, academic & professional certificates and certificate of morality addressed to the Registrar, Medical Council of Mauritius, One Way Floreal Road, Cité Mangalkhan, Floreal by **June 21, 2019 at latest**. Candidates are requested to write the post applied for in the top left corner of the envelope.

Note: The Medical Council reserves the right to convene only the best qualified candidates for interview and not to make any appointment as a result of this advertisement.

Registrar's Office

Medical Council of Mauritius

May 31, 2019