



MEDICAL COUNCIL OF MAURITIUS

VACANCY FOR THE POST OF CLERICAL OFFICER

Applications are invited from suitably qualified candidates who wish to be considered for appointment as Clerical Officer at the Medical Council of Mauritius.

Salary in the scale of:- Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825

II. AGE LIMIT

Candidates should have reached their **18th** birthday and should not have reached their **40th** birthday by the closing date for the submission of applications.

QUALIFICATIONS:

- (a) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings.

OR

- (b) 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 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 General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- (c) Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”

OR

Equivalent qualifications to A and B above acceptable to the Council

- (d) Candidates should –

- (i) be computer literate

- (ii) possess good communication skills
- (iii) have a positive attitude towards work ; and
- (iv) have a general knowledge of national and international issues

Candidates should produce written evidence of knowledge claimed.

DUTIES:

1. To prepare, examine and process documents and records.
2. To maintain files of correspondence, forms, reports and other materials.
3. To receive, sort, process mail and prepare material for mailing.
4. To photocopy reports and other documents and operate standard office machines such as telefax machine.
5. To carry out word processing and data entry and update information in a computer system.
6. To carry out registry, simple finance, human resource and procurement and supply task, under supervision.
7. To assist in administrative duties within the division/section/unit and provide general support in operational activities.
8. To draft replies to simple correspondence.
9. To operate e-mail services and carry out secretarial duties as and when required.
10. To carry out simple research on matters pertaining to the Council and submit results thereof, as required.
11. To keep records regarding documents, books and magazines of the Council and assist users by providing relevant information, whenever required.
12. To use ICT in the performance of his duties.
13. 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 Clerical Officers in the roles ascribed to them.

V. MODE OF APPLICATION:

- i) Candidates are required to fill in the application form and enclose a comprehensive CV, photocopies of their National Identity Card, Academic/Technical qualifications, evidence of working experience when submitting their applications and these should be available and produced when convened for an interview.
- ii) Candidates are requested to submit a **recent** Certificate of Character/Morality
- iii) for further detail check the application form on "*notes and instruction to candidates*"

VI. CLOSING DATE

Applications should reach the **Registrar, Medical Council of Mauritius, One Way Floreal Road, Cite Mangalkhan, FLOREAL not later than 11 March 2024.**

Note:

- (i) The post applied for should be clearly indicated on the left hand-side of the sealed envelope.
- (ii) Only the best qualified candidates will be called for interview.
- (iii) Applications not made on the prescribed form and not submitted within the set deadline will not be considered.
- (iv) Incomplete application including non- submission of documentary evidence to support your applications (as per requirement of the post) will not be considered.
- (v) The Medical Council reserves the right to convene only the best qualified candidates for the interview and not to make any appointment following this advertisement.

Date: 19 February 2024