

Post 4: Clerk/Word Processing Operator

- Age Limit:** Candidates, unless already in the Service, should not have reached their **45th birthday** by the closing date for the submission of applications.
- Mode of Employment:** On the Permanent and Pensionable Establishment of the Open University of Mauritius, subject to satisfactory performance.
- Salary:** 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
- Qualifications:**
- A. (i) 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
 - (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 (a) in five subjects including English Language with at least Grade C in any two subjects or (b) 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. A 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 acceptable to the Board.

- C. A Certificate in typewriting at a speed of at least 25 words a minute from a recognised institution.
- D. A Certificate on Word Processing or Data Processing from a recognised institution.
- E. Candidates should be computer literate.

Candidates should produce written evidence of knowledge claimed.

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. They will be required to undergo a test arranged by the Open University of Mauritius.

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 clerical and word processing duties including, inter-alia, -
 - (a) the preparation, scrutiny and processing of documents, records, data entry, etc.;
 - (b) registry work;
 - (c) simple finance, human resources and stores duties under supervision; and
 - (d) drafting replies to simple correspondence.
2. To type and collate letters/documents.
3. To perform Word Processing duties and simple computer/data processing work.
4. To maintain files of correspondence, forms, reports and other materials.
5. To receive, sort and process mail and to prepare materials for mailing.
6. To photocopy reports and other documents and operate standard office machines, e-mail services and carry out secretarial duties as and when required.
7. To carry out simple research work in connection with official documents.
8. To prepare simple document subject to check.
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 the Clerk/Word Processing Operator in the roles ascribed to him.

Benefits:

- ▶ Leave, Travelling and other Benefits, subject to eligibility, in accordance with the 2021 PRB Report.