



VACANCY

CLERK/WORD PROCESSING OPERATOR

The Mauritius Standards Bureau is a corporate body which has been set up by the Mauritius Standards Bureau Act 1993. The Bureau is responsible, *inter alia*, for standardization and conformity assessment services and is the enquiry point for WTO/TBT.

Applications are invited from qualified candidates who wish to be considered for the post of **Clerk/Word Processing Operator**

Qualifications:

- A 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 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.

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”.
- C A certificate in typewriting at a speed of at least 25 words a minute from a recognised institution.
- D A certificate in Word Processing or Data Processing from a recognised institution,
- OR
- Equivalent qualifications at A, B, C and D above acceptable to the Board.
- E Candidates should –

- (i) Possess good communication skills;
- (ii) Have a good attitude towards work; and
- (iii) Have a general knowledge of national and international issues.

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. They will be required to undergo a test arranged by the Mauritius Standards Bureau.

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.

Salary Scale: 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 (MSB 8)

Age Limit: Candidates who are not on approved service should not have reached their 45th birthday by the closing date for the submission of applications.

The Scheme of Service for the post is available on the website of the Mauritius Standards Bureau.

Mode of Application

Applications should be submitted using the prescribed MSB application form which are available either at the **Reception Desk of the Mauritius Standards Bureau at Moka or may be downloaded from the website at <http://msb.intnet.mu>**. Further information is also available on the website of the MSB.

The prescribed Application Form duly filled in, together with photocopies of National Identity Card, Birth, Educational & Professional Certificates and documentary evidence of any experience claimed should be submitted by registered post to the **Director, Mauritius Standards Bureau, Villa Road, Moka 80805 not later than 3 pm on 09 January 2026.**

The envelope should be clearly marked **“Clerk/Word Processing Operator”** on the left-hand corner.

Evidence of knowledge/experience claimed and equivalence of qualification acceptable to the Standards Council

The onus for the submission of written evidence of knowledge/experience claimed and equivalence of qualification (if applicable) acceptable to the Standards Council from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge/experience claimed and Equivalence Certificate, as appropriate, by the closing date.

Only the best qualified candidates will be called for interview.

The Bureau reserves the right not to make any appointment as a result of this advertisement.

2025-12-19