



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 not below Grade C in at least two subjects obtained on one certificate at the General Certificate of Education Advance Level.

C A certificate in typewriting at a speed of at least 25 words a minute from a recognized institution.

D A certificate in Word Processing or Data Processing from a recognized 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.

Method of application

Applications should be submitted on forms which are available either at the **Reception of the Mauritius Standards Bureau at Moka or downloaded from the website at <http://msb.intnet.mu>**. Further information is also available on the website of MSB. Application forms duly completed should be submitted by registered post to **the Director, Mauritius Standards Bureau, Villa Road, Moka not later than 3.00 p.m. on 14 August 2024.**

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

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.

2024-07-26