



## VACANCY

### Post of Receptionist/Telephonist

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 **Receptionist/Telephonist**.

#### **Qualifications:**

**A** Cambridge School Certificate with credit in English Language and French obtained on one certificate or Passes in at least five subjects with at least Grade C in English Language and French obtained on one certificate at the General Certificate of Education “Ordinary Level” or an equivalent qualification acceptable to the Board.

#### **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 “Principle 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** Candidates should:

- (a) Have a pleasant personality and a neat appearance; and
- (b) Be fluent in English and French

**Salary Scale:** Rs 15225 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 – 29875 (MSB 5)

**Age Limit:** Candidates, unless already in approved service, should not have reached their 45<sup>th</sup> 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 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. Application forms duly completed should be submitted by registered post to the **Director, Mauritius Standards Bureau, Villa Road, Moka not later than 3 pm on 15 March 2024**.

The envelope should be clearly marked “**Receptionist/Telephonist**” 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.