

8299

Attachment to Letter (E/153/U/79 TF1) dated 26 January 2012

**PROPOSED SCHEME OF SERVICE**

- Organisation:** Mauritius Standards Bureau
- Post:** Receptionist/Telephone Operator
- Salary:** 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
- 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 "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. Candidates should –
- (a) have a pleasant personality and a neat appearance; and
  - (b) be fluent in English and French.

- Duties:**
1. To operate the telephone switchboard (PABX).
  2. To operate the reception desk of the Mauritius Standards Bureau (MSB).
  3. To maintain a register of all visitors.
  4. To assist visitors by providing information to them to facilitate their contact with officers of the MSB.
  5. To control access to offices of the MSB.
  6. To take messages from outside callers and transmit same to officers concerned.
  7. 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 Receptionist/Telephone Operator in the roles ascribed to him.

