



**NATIONAL ENVIRONMENT CLEANING AUTHORITY**  
**NOTICE OF VACANCY 06 MARCH 2024**

The National Environment Cleaning Authority (NECA) is inviting applications from suitably qualified candidates for the filling of the post of Administrative Officer.

Salary Scale: Rs 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 62,700

Qualifications: A. (i) A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”; and  
(ii) A Degree in Public Administration and Management or Business Administration or Management from a recognised institution.

OR

Equivalent qualifications to A(i) and (ii) above acceptable to the Board of the National Environment Cleaning Authority.

B. Candidates should –

- (i) reckon at least three years' post-qualification experience in administrative duties;
- (ii) have good organising and administrative abilities;
- (iii) possess good interpersonal and communication skills;
- (iv) be able to lead and motivate a team of officers;
- (v) possess critical and analytical skills and have a multidisciplinary approach to problem-solving; and
- (vi) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

Role and Responsibilities: To provide administrative support and coordinate matters relating to proper functioning of the Authority.

Age Entry Limit: For the above post, candidates should not have reached their **45<sup>th</sup>** birthday by the closing date for the submission of applications unless already in service in the Public Sector.

Experience: At least 3 years' post-qualification experience in administrative duties.

**Note:**

- (a) Qualified candidates should submit their applications on the National Environment Cleaning Authority's prescribed Application Form which **can be obtained as from Wednesday 13 March 2024** at the National Environment Cleaning Authority, 2nd Floor - Wing A, Shri Atal Bihari Vajpayee Tower, Ebène Cybercity, Mauritius or from the website at **neca.govmu.org**
- (b) The Notice of Vacancies and the National Environment Cleaning Authority Application Forms as well as other details regarding qualifications, duties, etc. are available at the seat of the National Environment Cleaning Authority, 2nd Floor - Wing A, Shri Atal Bihari Vajpayee Tower, Ebène Cybercity, Mauritius or from the website at **neca.govmu.org**
- (c) The closing date for the submission of applications in respect of above-mentioned post is on **Tuesday 02 April 2024 by 15.30 hours.**
- (d) Candidates should attach documentary evidence of qualifications and work experience claimed failing which consideration would not be given to the application.
- (e) Only the best qualified candidates will be convened for interview. Late applications will not be considered.
- (f) The National Environment Cleaning Authority reserves the right to convene the best qualified candidates for the selection exercise and / or not to proceed with the above vacancy following this advertisement.

### Duties for the post of Administrative Officer

1.	To be responsible to the Director for the performance of the following duties –
(i)	the day-to-day administrative duties and smooth running of the administration of the Authority;
(ii)	to assist in- (a) the formulation of policies and framing of strategic programmes and action plan relating to embellishment and cleaning activities; and (b) the preparation of the Budget and Financial Statement of the Authority; (c) the smooth functioning of the Human Resources section of the National Environment Cleaning Authority; and (d) procurement matters.
(iii)	To act as Secretary to the Board and sub-committees.
(iv)	to promote programs aiming at enhancing organisational efficiency and effectiveness and embellishment and cleaning;
(v)	to liaise with other stakeholders on matters related to the Authority;
(vi)	to monitor all issues related to embellishment and cleaning; and
(vii)	to ensure that Occupational Safety and Health measures are adhered to at the work premises.
2.	To attend and participate in the internal management committee of the Authority.
3.	To develop and implement training and development strategy and plan for staff and to ensure proper evaluation and effectiveness of training.
4.	To deal with audit queries and submit replies.
5.	To use ICT in the performance of his duties.
6.	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 Administrative Officer in the roles ascribed to him.