



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 Clerk/Word Processing Operator.

Salary Scale: Rs 16,785 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 34,825

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 Word Processing or Data Processing from a recognised institution.

OR

Equivalent qualifications to A, B, C above acceptable to the Board.

- D. Candidates should –
- (i) be fluent in English and French;

- (ii) possess interpersonal and communication skills;
- (iii) have a good working attitude; and
- (iv) be computer literate.

Qualification at A should have been obtained prior to Qualification at B above.

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

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 Clerk/Word Processing Operator

1.	To perform duties of a clerical nature such as
i.	the preparation, scrutiny and processing of straightforward documents and records
ii.	the preparation of simple documents subject to check
iii.	arithmetical work
iv.	registry work
v.	simple finance, human resource and procurement and supply work, under supervision
vi.	drafting of replies to simple correspondence and ensuring speedy handling of correspondence
2.	To operate office equipment such as telefax machine and electronic photocopying machine.
3.	To deal with customers of the National Environment Cleaning Authority, as and when required
4.	To perform email, word processing and simple computer/data processing work
5.	To type, collate and edit official documents and reports
6.	To keep records of documents, books and magazines of the National Environment Cleaning Authority and to assist users by providing relevant information, whenever required.
7.	To use ICT in the performance of his duties
8.	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 Clerk/Word Processing Operator in the roles ascribed to him.