



**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 Office Attendant.

Salary Scale: Rs 14,725 x 250 – 15,225 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 – 23,950

Qualifications:

- (A) By selection from among candidates who possess a Cambridge School Certificate or have obtained passes on one certificate at the General Certificate of Education “Ordinary Level” 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 or an equivalent qualification acceptable to the Board of the National Environment Cleaning Authority.
- (B) Candidates should:
- (i) be able to communicate in English and French;
  - (ii) possess qualities such as reliability and trustworthiness;
  - (iii) possess interpersonal and communication skills; and
  - (iv) have the ability to work in a team

Age Entry Limit: For the above posts, candidates should not be above **48 years** of age unless already in service in the Public Sector by the closing date of submission of applications.

**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 Office Attendant**

1.	To work under the supervision of the Administrative Officer.
2.	To collect keys and deposit same from/to Police Station/Police Post.
3.	To open and close offices.
4.	To run official errands, including the despatch of correspondence, forms and materials and the distribution of files, documents and faxes.
5.	To usher in/guide visitors and maintain a record of such visits, if so required.
6.	To clean premises and to maintain the physical environment at a good standard.
7.	To ensure that all switches/lights are turned off before leaving office.
8.	To operate a telephone switchboard/PABX console, as and when required.
9.	To operate office equipment such as duplicating, photocopying and fax machines.
10.	To attend calls.
11.	To perform the duties of receptionist, as and when required.
12.	To assist in the arrangement of furniture and equipment within office premises.
13.	To perform simple binding duties.
14.	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 Office Attendant in the roles ascribed to him.