



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 Receptionist/Telephone Operator.

Salary Scale: Rs 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 – 26,050 x 675 – 27,400 x 825 – 29,875

Qualifications: A. A Cambridge School Certificate with credit in English Language and French obtained at not more than two sittings or Passes not below Grade C in English Language and French 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 or an equivalent qualification acceptable to the Board of the National Environment Cleaning Authority.

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 be fluent in English and French.

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 Receptionist/Telephone Operator

1.	To operate the telephone switchboard (PABX) and the reception desk of the National Environment Cleaning Authority.
2.	To attend to telephone calls and keep a proper record of all incoming and outgoing telephone calls.
3.	To ensure that the telephone system is properly maintained.
4.	To maintain a register of all visitors.
5.	To assist/direct visitors by providing information to them to facilitate their contact with officers of the National Environment Cleaning Authority.
6.	To control access to offices of the National Environment Cleaning Authority.
7.	To take messages from outside callers and transmit same to officers concerned.
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 Receptionist/Telephone Operator in the role ascribed to him.