



VACANCY

The University of Mauritius, as an equal opportunity employer, is inviting applications from suitably qualified candidates for the post of **Office Attendant**.

Age Limit: Candidates should have reached their 18th birthday and unless already in Public Sector (Civil Service, Parastatal and other Statutory Bodies/Approved Service, Government Service) should **not** have reached their 48th birthday by the closing date for the submission of applications.
(Applicable to external candidates only)

External candidates will be offered appointment on a one-year temporary basis in the first instance. The University of Mauritius will then offer the possibility of appointment on the Permanent and Pensionable Establishment based on a set of conditions which are available, upon request, for consultation at the Office of Human Resources of the University of Mauritius. However, a temporary appointment does not give any candidate the automatic right to any future appointment in a permanent capacity at the University of Mauritius.

SALARY: Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950.
(UoM 5)

QUALIFICATIONS: A. Officers holding substantive posts at the University of Mauritius and who possess a Certificate of Primary Education or equivalent.

NOTE

In the absence of qualified serving employees, 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 University of Mauritius.

- B. Candidates should:
- (i) be able to communicate in English and French;
 - (ii) possess qualities such as reliability and trustworthiness;
 - (iii) possess communication and interpersonal skills; and
 - (iv) have the ability to work in a team.

DUTIES:

1. To clean premises and to maintain the physical environment at a good standard.
2. To open and close offices and any other University premises.

3. To run official errands, including the dispatch of correspondence, forms and materials and the distribution of files, documents and faxes.
4. To deliver and collect mail from Post Office.
5. To ensure that all switches/lights are turned off before leaving office.
6. To operate office equipment such as duplicating and photocopying machines.
7. To attend to calls.
8. To assist in the arrangement of furniture and equipment within office premises.
9. To operate a telephone switchboard/PABX console as and when required.
10. To assist the Senior/Head Office Attendant as and when required.
11. To usher in/guide visitors and maintain a record of such visits, if so required.
12. To be in attendance at the reception counter, as and when required.
13. To perform simple binding duties.
14. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Office Attendants in the roles ascribed to them.

Note: Office Attendants would be required to work at staggered hours.

MODE OF APPLICATION

Applications must be submitted electronically through the University of Mauritius online Application System which can be accessed on <https://apply.uom.ac.mu/nonacadrecruit>

Applicants should fill in and submit the application form online and attach the following documents:

- educational certificates;
- birth certificate and marriage certificate (if applicable);
- testimonials of work experience claimed; and

- equivalence of qualifications (where applicable). Candidates who possess an equivalent qualification are required to submit an Equivalence Certificate from relevant authorities, failing which their application will not be considered.

CLOSING DATE

The closing date for submission of the online application and all relevant documents/certificates is **Monday 04 July 2022 at latest**.

INCOMPLETE APPLICATIONS AND APPLICATIONS/DOCUMENTS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. APPLICATIONS SENT BY POST/COURRIER SERVICE /FAX, THROUGH HAND DELIVERY OR EMAIL WILL NOT BE ACCEPTED.

Upon selection for the posts, candidates will be required to produce a valid Certificate of Character.

General information on the University of Mauritius is available on the UoM website www.uom.ac.mu

The University of Mauritius is an Equal Opportunity Employer. Disabled persons having the required qualifications are encouraged to apply.

The University of Mauritius reserves the right:

- (i) to call for interview only the most appropriately and best qualified applicants;
- (ii) not to make any appointment as a result of this advertisement.

***DIRECTOR OF HUMAN RESOURCES
UNIVERSITY OF MAURITIUS
13 June 2022***
