

SCHEME OF SERVICE

- Organisation:** Mauritius Oceanography Institute
- Post:** Management Support Officer
- Salary (MOI 7):** Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 – 37450
- Qualifications:** A.
- (i) 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
 - (ii) 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 (i) either 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(S)

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” 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”.

OR

Equivalent qualifications to A and B above acceptable to the MOI Board.

Candidates should:-

1. possess good communication skills;
2. have a positive attitude towards work;
3. have a general knowledge of national and international issues; and
4. be computer literate.

NOTE(S)

- (i) Qualification at A should have been obtained prior to qualification at B above.
- (ii) Candidates should produce written evidence of knowledge claimed.

Duties:

1. To prepare, scrutinise and process documents/cases.

2. To type and collate general office correspondence and documents according to competencies.
3. To maintain files, forms, reports, mailing lists and other materials.
4. To receive, sort and process mail and to prepare materials for mailing.
5. To photocopy reports and other documents and operate standard office equipment such as fax machine, electronic photocopying machines, etc.
6. To carry out word processing and data entry and to update information in a computer system.
7. To carry out registry and human resource duties under supervision.
8. To assist in administrative duties and to provide general support to operational services.
9. To draft replies to simple correspondence.
10. To operate e-mail services, as and when required.
11. To effect simple research on matters pertaining to the Institute as and when required.
12. To keep records regarding documents, books and magazines of the Institute and to assist users by providing relevant information, whenever required.
13. To assist in duties relating to committees, organisation of official functions, training programmes and other activities.
14. To use ICT in the performance of his duties.
15. 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 Management Support Officer in roles ascribed to him.

Approved Scheme of Service
02 December 2016