

ADVERTISEMENT

Apravasi Ghat Trust Fund

Vacancy for the Post of Receptionist/Telephone Operator

Applications are invited from qualified candidates for appointment as Receptionist/Telephone Operator at the Aapravasi Ghat Trust Fund, a parastatal body falling under the aegis of the Ministry of Arts & Culture.

II QUALIFICATIONS

- A. By selection from among candidates who possess 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 anyone subject.

Equivalent qualification acceptable to the Board

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.

III DUTIES & SALARY

1. To operate the reception desk of the Trust Fund
2. To maintain a register of all visitors.
3. To assist visitors by providing information to them to facilitate their contact with officers of the Trust Fund;
4. To control access to officers of the Trust Fund;

5. To take messages from outside callers and transmit same to officers concerned;
6. To operate the telephone switchboard (PABX); and
7. 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 roles ascribed to him.

The permanent and pensionable post carries salary scale of Rs 12,490 x 260 - 14,050 x 275 - 15,150 x 300 - 15,750 x 325 - 17,700 x 375 - 19,575 x 475 - 21,950 x 625 - 23,200 x 775 - 25,525

IV MODE OF APPLICATION

Application should be submitted on the prescribed form along with photocopies of certificates to the Officer-in-Charge of Aapravasi Ghat Trust Fund, 1 Quay Street, Ex DWC Building, Port Louis. The envelope should be marked with the above mentioned post on the top left hand corner.

V CLOSING DATE

The closing date for the submission of application is on **13th September 2018 not later than 3.30 pm.**

VI NOTE

- (i) Applications not supported by copies of educational certificates will not be convened for interview.
- (ii) Qualifications obtained after the closing date will not be accepted.
- (iii) Applications not made on the prescribed form will be rejected.
- (iv) Applications received after the closing date will not be accepted.
- (v) Only the best qualified candidates will be called for interview.
- (vi) The Aapravasi Ghat Trust Fund reserves the right not to make any appointment following this advertisement

Date:

**Aapravasi Ghat Trust Fund,
1, Quay Street,
Ex DWC Building,
Port-Louis**