

**ISLAMIC CULTURAL CENTRE**

La Paix Street, Port Louis

Tel: 240 2328/ 240 2360

**VACANCY FOR THE POST OF CLERK/WORD PROCESSING OPERATOR**

Applications are invited from suitably qualified candidates who wish to be considered for appointment as Clerk/Word Processing Operator at the Islamic Cultural Centre (ICC), a parastatal body falling under the aegis of the Ministry of Arts and Culture.

**AGE LIMIT**

Candidates, unless already in the Public Sector, should not have reached their 40<sup>th</sup> birthday by the closing date for the submission of applications.

**QUALIFICATIONS:**

- A. 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

Passes not below Grade C in at least five subjects including English Language, French and mathematics or Principle of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary level” provided that at one of the sitting, passes have been obtained either (a) in five subjects including English Language with at least Grade C in any two subjects or (b) in six subjects including English Language with at least Grade C in any one subject.

**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 “Principle 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. 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 Board.

- C. A certificate in keyboarding or typewriting with a speed of at least 25 words a minute from a recognised institution.

- D. A certificate in Word Processing or Data Processing from a recognised institution.
- E. Candidates should be conversant with Arabic or Urdu Software.
- F. Candidates should:
  - i. possess good communication skills;
  - ii. have a positive attitude towards work; and
  - iii. have a general knowledge of national and international issues.

Qualification at A above should have been obtained prior to qualification B above.

Candidates should produce written evidence of knowledge claimed.

### **DUTIES AND SALARY**

1. To perform clerical and word processing duties including inter-alia,-
  - (i) the preparation, scrutiny and processing of documents, records and data entry;
  - (ii) registry work;
  - (iii) Simple finance, human resources and stores duties under supervision; and
  - (iv) drafting replies to simple correspondence.
2. To type and collate letters/documents.
3. To perform word processing duties and computer/ data processing work.
4. To maintain files of correspondence, forms, reports and other materials.
5. To receive, sort and process mail and to prepare materials for mailing.
6. To photocopy reports and other documents and operate standard office machines, email services and carry out secretarial duties as and when required.
7. To keep records regarding documents, books and magazines of the Islamic Cultural Centre and assisting users by providing relevant information, whenever required.
8. To carry out simple research work in connection with official documents.
9. To prepare simple documents subject to check.
10. 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 Clerk/ Word Processing Operator in the roles ascribed to him.

The permanent and pensionable post carries salary in the scale of Rs.14050 x 275 – 15150 x 300 – 15750 x 325 -17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175 (ICC5)

### **MODE OF APPLICATION**

Qualified candidates should submit their application forms with copies of all relevant certificates by registered post to the Secretary, Islamic Cultural Centre, La Paix St, Port Louis.

### **NOTE**

1. Application received after the closing date will **not** be considered.
2. The Islamic Cultural Centre Trust reserves the right:
  - a) to convene **only** the best qualified candidates for interview, and
  - b) not to make any appointment as a result of this advertisement.

### **CLOSING DATE**

Applications should reach the Secretary of Islamic Cultural Centre, La paix St, Port Louis at latest by 14.00 hrs on 20<sup>th</sup> May, 2019.

**Islamic Cultural Centre  
La Paix St  
Port Louis**