



*Let the mind manage the body  
Que l'esprit gère le corps*

# MAURITIUS EXAMINATIONS SYNDICATE

## NOTICE OF VACANCIES

The Mauritius Examinations Syndicate (MES) is a corporate body set up by the MES Act and operating under the aegis of the Ministry of Education, Tertiary Education, Science and Technology with the following objectives:

*To organise and conduct examinations, award Certificates, engage in relevant research and other related activities and to co-operate with other examination bodies.*

Applications are invited from suitably qualified candidates who wish to be considered for the following posts:

(i) Examinations Clerk

(ii) Clerk/Word Processing Operator.

### 1. Examinations Clerk

The Permanent and Pensionable post carries salary in the scale:

**Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**

**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 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 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.

**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.** 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.** Candidates should:

- 1. be computer literate; and
- 2. have good communication and interpersonal skills and a positive attitude towards work.

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

**Note:** Candidates should produce written evidence of knowledge claimed.

- Duties:**
1. To perform the following duties under the supervision of Examinations Assistants and Senior Examinations Assistants:
    - (a) preparation and scrutiny of simple documents and records etc.,
    - (b) simple registry and human resource management work; and
    - (c) dealing with simple correspondence.
  2. To assist Examinations Assistants and Senior Examinations Assistants in:
    - (a) the performance of duties requiring the application of some measure of judgement;
    - (b) the implementation of security arrangements; and
    - (c) the handling of confidential materials, as and when required.
  3. To assist in the collection, compilation and processing of data
  4. To operate office equipment such as telefax machine and electronic photocopying machine, etc...
  5. To use ICT in the performance of his duties.
  6. 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 Examinations Clerk in the roles ascribed to him.

## **2. Clerk/Word Processing Operator**

The Permanent and Pensionable post carries salary in the scale:

**Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 –  
23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**

- Qualifications:**
- A.** (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 prior to the 'A' level certificate **or**
- (b) 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 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**
- (c) An equivalent qualification acceptable to the board.

**Note:** Consideration will also be given to candidates not having a credit in English Language but in English Literature or at Advanced Subsidiary Level in English or General Paper at the Cambridge Higher School Certificate Examinations or the equivalent qualification.

- 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 an equivalent qualification acceptable to the Board.
- C. Ability to type efficiently at a speed of not less than 30 words per minute.
- D. The minimum requirement of the Internet and Computing Core Certification (IC3) with knowledge of office package or documentary evidence of any approved IT proficiency programme followed. Incumbents would also be required to perform word processing and other basic ICT function.

- Duties:**
1. To perform clerical duties (same as Examinations Clerks).
  2. To take down dictation and type on typewriters as well as composing machines.
  3. To operate a computer and use various word processing packages for typing and related work.
  4. 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 incumbents in the roles ascribed to them.

**Age limit**

Unless already employed in the Public Sector, candidates should not have reached their **45<sup>th</sup> birthday** by the closing date for the submission of applications.

**Mode of Application:**

Application forms together with Scheme of Service are available (during office hours on week days, between 08:45 and 16:00 hours) at the Reception Counter of the Mauritius Examinations Syndicate, Réduit or on the **MES Website** <http://mes.govmu.org>

The application forms duly filled in and signed, together with photocopies of all educational/professional/technical certificates and documentary evidence of all experience claimed should reach **The Officer-in-Charge, MES, Réduit 80834, Attention: Human Resource Section by Friday 21 June 2024 (15:00 hrs at latest)**. The envelope should indicate clearly the post applied for on the top left-hand corner.

**NOTE:**

- (1) Prospective candidates not satisfying the requirements of the Scheme of Service are advised **NOT** to apply.
- (2) Qualifications obtained after the closing date for the submission of applications will **NOT** be considered.
- (3) Incomplete, inadequate or inaccurate information will lead to the rejection of the application.
- (4) Candidates should enclose photocopies of National Identity Card, birth certificate, marriage certificate (if applicable), academic/technical certificates/qualifications and other relevant documentary evidence regarding qualifications and experience claimed. Failure to produce documentary evidence at **time of application** may lead to disqualification of the candidate.

- (5) Eligible candidates who will be called for interview via letter/phone/email will be required to produce their National Identity Card, original birth certificate, marriage certificate (for married women) and all original certificates and documents provided at the time of application.
- (6) The Syndicate should be informed **immediately** of any change of address.
- (7) The onus for the submission of written evidence of experience claimed and equivalence of qualification (if applicable) from the relevant Authorities rests on the candidates and such document should accompany the application form.
- (8) Candidates may be required to take part in a written competitive examination in order to assess their potential and aptitude for the post.
- (9) MES reserves the right
  - (i) to convene **only** the best qualified candidates for interview.
  - (ii) **NOT** to make any appointment following this advertisement.

**Mauritius Examinations Syndicate**

**Réduit**

**03 June 2024**