



## Sugar Insurance Fund Board

### VACANCY

#### OFFICE CARE ATTENDANT (ref: SIFB/OCA/2020)

Applications are invited from suitable qualified candidates who wish to be considered for the post of **Office Care Attendant (SIFB/OCA/2020)** at the Sugar Insurance Fund Board (SIFB).

#### AGE LIMIT

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

#### QUALIFICATIONS:

- A. By selection from among candidates who possess the 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 Board.
- B. Candidates should also –
  - (a) possess qualities such as reliability and trustworthiness;
  - (b) have a positive attitude towards work and be able to get on well with people; and
  - (c) have the ability to communicate in English and French.

#### SALARY:

Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 –20525 (SIFB 2)

#### MODE OF APPLICATION & CLOSING DATE

Applications together with photocopies of academic and professional certificates sealed in an envelope bearing reference number **SIFB/OCA/2020** for the post of Office Care Attendant on the top left hand side of the envelope should reach the Chief Executive Officer, Sugar Insurance Fund Board, 18, Sir Seewoosagar Ramgoolam Street, Port Louis. Applications should be submitted **not later than 15:00hrs (local time) on 8 January 2021**. Applications received after the specified closing date and time will not be considered.

The SIFB reserves the right:

- (i) to convene only the best qualified candidates for interview; and
- (ii) not to make any appointment following this advertisement.

Note: The Scheme of Service for the post may be downloaded from our website: [www.sifb.mu](http://www.sifb.mu).

11 December 2020

SIFB  
18, SSR Street  
Port Louis

**Organisation:** Sugar Insurance Fund Board

**Post:** Office Care Attendant

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  - B. Candidates should also –
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    - (b) have a positive attitude towards work and be able to get on well with people; and
    - (c) have the ability to communicate in English and French.

- Duties:**
- 1. To open and close offices.
  - 2. To run official errands, including the despatch of correspondence, forms and materials and the distribution of files, documents and faxes.
  - 3. To usher in/guide visitors to the schedule officers and maintain a record of such visits, if so required.
  - 4. To clean premises and to maintain the physical environment at a good standard.
  - 5. To ensure that all switches/lights are turned off before leaving office every afternoon.
  - 6. To collect and deliver letters, books, office requisites, items of furniture from and to offices.
  - 7. To operate a telephone switchboard/PABX console, as and when required.
  - 8. To operate office equipment such as duplicating, photocopying and fax machines.
  - 9. To be in attendance at the reception counter as and when required.
  - 10. To assist in the arrangement of furniture and equipment within office premises.
  - 11. To perform simple binding duties.
  - 12. 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 Office Care Attendant in the roles ascribed to him.

**Date of Approval of Board:  
18 December 2014**