

DRAINS INFRASTRUCTURE CONSTRUCTION LTD

12th Floor, Hennessy Tower
23B Pope Hennessy Street, Port Louis
Tel No: 2601093 ; Fax No: 2147115 ; BRN: C21183864

The Drains Infrastructure Construction Ltd (DACL) is a state-owned Company set up to fast track the implementation of the National Flood Management Programme. It operates under the aegis of the National Development Unit (NDU) of the Ministry of National Infrastructure and Community Development and is inviting applications from suitable and eligible candidates for the post of **Administrative Support Assistant**.

Remuneration: A package which shall be negotiable in the range of Rs 21,950 to Rs 32,500 and commensurate with experience and qualifications of the selected candidate.

Terms of Employment: One year contract and renewable subject to satisfactory performance.

Qualifications, Experience and Key Competencies:

The candidate should:

- (i) possess a Diploma in Management from a recognized institution or an equivalent qualification acceptable to the Company;
- (ii) reckons at least four years' experience in a similar position;
- (iii) possess good analytical, technical and interpersonal skills;
- (iv) have ability to organise and prioritise workload;
- (v) have a positive attitude towards work, and able to take initiatives on their own and in teams; and
- (vi) be fully conversant with and able to operate office software.

Role and Responsibilities:

The Administrative Support Assistant will be responsible to the Administrative and HR Officer for the following and amongst others.

1. To provide administrative support in general administration, human resource management, finance and procurement and supply.
2. To ensure the accuracy, completeness and timeliness of processes and activities performed.
3. To assist in the organisation of official functions, induction and training programmes and other activities.
4. To provide customer service to the relevant stakeholders and the general public and to respond to inquiries according to established guidelines.

5. To manage and ensure safekeeping of Company's records.
6. To act as secretary to committees and/or bid evaluation committees, as and when required.
7. To undertake research in connection with the activities/policies of the Company and submit reports, as and when required.
8. To assist in the keeping of proper, complete and up-to-date human resource/financial records.
9. To provide assistance in the processing of queries related to financial and human resource issues.
10. To assist in all administrative processes relating to procurement and supply and warehouse operations.
11. To ensure that stock checking programmes are maintained.
12. To ensure that office inventory tallies with the supply system records.
13. To co-ordinate and supervise the work of subordinate staff.
14. To receive, sort and process mail and to prepare materials for mailing.
15. To photocopy reports and other documents and operate standard office equipment such as telefax machine.
16. To keep records regarding documents, books and magazines of the Company and to assist users by providing relevant information, whenever required.
17. To use ICT in the performance of his duties.
18. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected.

Mode of Application

Application should be submitted in the form of a motivation letter together with a Curriculum Vitae, copies of academic certificates and working experience testimonials to the **Officer-in-Charge, Drains Infrastructure Construction Ltd, 12th Floor, Hennessy Tower, 23B Pope Hennessy Street, Port Louis by Monday 27 February 2023 at 14.00 hrs.** The post applied for should be clearly marked on the left-hand side of the envelope.

Late submissions **will not** be considered.

The DICL reserves the right to convene the best qualified candidates for an interview.

13 February 2022