

**DRAINS INFRASTRUCTURE CONSTRUCTION LTD**

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

**VACANCY**

The Drains Infrastructure Construction Ltd (DACL) is a state-owned Company set up to fast track the implementation of the National Flood Management Programme across the island. 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 **Clerical Officer**

**Remuneration:** The post carries a salary of Rs 18,925 and shall be negotiable taking into consideration 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 candidates should:

- A. (i) Possess 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**
- (ii) Have 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 (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 “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. Possess a Cambridge Higher School Certificate **or** passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.
- C. Candidates should be computer literate.

### **Role and Responsibilities:**

The Clerical Officer will be responsible to the Administrative and HR Manager for the following and amongst others.

1. To perform clerical and word processing duties including, inter-alia, -
  - (a) the preparation, scrutiny and processing of documents, records, data entry, etc.;
  - (b) registry work;
  - (c) simple finance, human resources and stores duties under supervision; and
  - (d) drafting replies to simple correspondence.
2. To type and collate letters/documents.
3. To perform Word Processing duties and simple 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, e-mail services and carry out secretarial duties as and when required.
7. To carry out simple research work in connection with official documents.
8. To prepare simple document subject to check.
9. 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 Clerical Officer in the roles as may be ascribed.

### **Mode of Application**

Interested candidates are requested to submit their application letter, detailed Curriculum Vitae and provide copy of relevant academic certificates/working experience testimonials by registered post addressed to the **Officer-in-Charge, Drains Infrastructure Construction Ltd, 12<sup>th</sup> Floor, Hennessy Tower, 23B Pope Hennessy Street, Port Louis** by **Wednesday 17 July 2024 at 14.00 hrs**. Late submissions **will not** be considered.

Envelopes should be clearly marked on the top left-hand corner with the post being applied for.

The DICL reserves the right to convene only the best qualified candidate for interview and not to make any appointment following this advertisement.

**01 July 2024**