

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 **Confidential Secretary**.

Remuneration: A package which shall be negotiable in the range of Rs 21,475 to Rs 23,425 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 Cambridge Higher School Certificate as well as experience in a similar role. A Diploma in Secretarial Studies will be an advantage.
- (ii) have an up-to-date working knowledge of the latest software packages (for e.g Microsoft Word, Excel) related to secretarial work.
- (iii) be fluent in written and spoken English and French.
- (iv) have the ability to operate modern office equipment and to work under pressure.
- (v) be dynamic with good organizational skills.

Role and Responsibilities:

The Confidential Secretary will be responsible to the Chief Executive Officer (CEO) for the following and amongst others.

1. To act as personal secretary to the CEO and to perform related secretarial duties.
2. To manage agendas, arrange for appointments and maintain schedules (email, meetings, calendar, conferences, etc) of the CEO.
3. To prioritise work on a daily basis and to be responsible for ensuring that deadlines are met and appointments honoured.
4. To ensure that meetings are well organized and take place in time and appropriate information is made available.
5. To maintain and file confidential records.

6. To operate a multi-line telephone switchboard.
7. To take messages/notes and transmit them accordingly.
8. To receive and direct visitors to appropriate offices.
9. To acknowledge, record and transmit incoming and outgoing mails.
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 the Confidential Secretary in the roles as may be ascribed.

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