

DRAINS INFRASTRUCTURE CONSTRUCTION LTD

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

VACANCY

The Drains Infrastructure Construction Ltd (DICL) 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 **Receptionist cum Secretary**.

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:

- (i) possess a Cambridge School Certificate with credit in English Language and French obtained on one certificate or Passes in at least five subjects with at least Grade C in English Language and French obtained on one certificate at the General Certificate of Education “Ordinary Level” or an equivalent qualification acceptable to the Public Service Commission.

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.

- (ii) be able to communicate in English and French.
- (iii) possess qualities such as reliability and trustworthiness.
- (iv) possess communication and interpersonal skills.
- (v) have the ability to work in a team.

Role and Responsibilities:

The Receptionist cum Secretary will be responsible to the Administrative and HR Manager for the following and amongst others.

1. To operate the reception counter, wherever applicable.
2. To maintain a register of all visitors.
3. To assist visitors by providing information to them to facilitate their contact with officers of the Company and to direct them to the appropriate offices.
4. To control access to offices of the Company.
5. To take messages from outside callers and transmit same to officers concerned.
6. To operate the telephone switchboard (PABX).
7. To arrange appointments and deal with enquiries.
8. To make telephone calls and screen incoming calls and visitors and determine the course of action required for satisfactory disposition.
9. To perform general secretarial duties including the taking of notes, typing, classification and retrieval of records and documents.
10. To perform word processing and telex/telefax duties and simple computer/data processing work and operate e-mail services.
11. To keep track of important documents, papers and make them available expeditiously.
12. To ensure that meetings are well organized and take place in time and appropriate information is made available.
13. To use ICT in the performance of his duties.
14. 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 Receptionist cum Secretary 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 **Chief Executive Officer, Drains Infrastructure Construction Ltd, 12th Floor, Hennessy Tower, 23B Pope Hennessy Street, Port Louis by Monday 01 April 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.

18 March 2024