

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 (DICL) 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 posts of **Office Attendant/Messenger**.

Remuneration: A package which shall be negotiable in the range of Rs 14,975 to Rs 17,825 and commensurate with experience and qualifications of the selected candidates.

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 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 Company.
- (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 Office Attendant/Messenger will be responsible to the Administrative and HR Officer for the following and amongst others.

1. To plan, organize, supervise and control the work of employees under his responsibility and to report to his immediate supervisor any problem or difficulty noted.
2. To collect keys and deposit same where required for opening and closing office.
3. To open and close office.
4. To run official errands, including the despatch of correspondence, forms and materials and the distribution of files, documents and faxes, as and when required.

5. To usher in/guide visitors and maintain a record of such visits, if so required.
6. To clean premises and to maintain the physical environment at a good standard.
7. To ensure that all switches/lights are turned off before leaving office.
8. To operate a telephone switchboard/PABX console, as and when required.
9. To operate office equipment such as duplicating, photocopying and fax machines.
10. To attend calls.
11. To be in attendance at the reception counter as and when required.
12. To assist in the arrangement of furniture and equipment within office premises.
13. To perform simple binding duties.
14. To prepare and serve tea to Board Members during Board meetings and at specified times to Officers during office hours.
15. 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 Auxiliary/Senior Office Auxiliary 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