

MAURITIUS FILM DEVELOPMENT CORPORATION
SCHEME OF SERVICE

Organisation: Mauritius Film Development Corporation

Post: Clerical Officer/Higher Clerical Officer

Salary: Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825 (MFDC 7)

Qualifications:

- A (i) 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) 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 (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.

Note

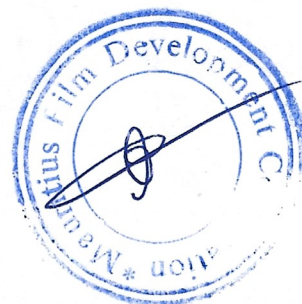
Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B A Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".

OR

Equivalent qualifications to A and B acceptable to the Board of the Mauritius Film Development Corporation.

- C Candidates should –
- (i) be computer literate.
 - (ii) possess good communication and interpersonal skills; and
 - (iii) have a good working attitude.



Qualification at A above should have been obtained prior to qualification at B above.

Candidates should produce written evidence of knowledge claimed.

Duties:

1. To perform the duties of a clerical nature such as –
 - (a) the preparation, scrutiny and processing of straightforward documents and records;
 - (b) the preparation of simple documents subject to check;
 - (c) arithmetical work;
 - (d) registry work;
 - (e) Simple finance, establishment and stores work under supervision;
 - (f) the drafting of replies to simple correspondence; and
 - (g) simple data entry and updating of information in a computer system, as and when required.
2. To control a small sub-section of the organisation.
3. To carry out pay and cashier duties, as and when required.
4. To perform microfilming.
5. To operate modern office equipment such as telefax machine and electronic photocopying machine, etc.
6. To guide members of the public in offices, as and when required.
7. To carry out simple research in connection with official documents.
8. To keep records regarding documents, books and magazines in the units/divisions/sections, as appropriate, and to assist users by providing relevant information, whenever required.
9. To perform word processing and other basic ICT functions.
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 Clerical Officer/Higher Clerical Officer in the roles ascribed to him.

