

SCHEME OF SERVICE

Organisation Mauritius Film Development Corporation

Post: Handy Worker (Lay Services)

Salary: Rs 13745 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 - 22225 (MFDC 1)

Qualification The Certificate of Primary Education

Note

In the absence of candidates possessing the Certificate of Primary Education, consideration will be given to candidates who show proof of being literate.

- Duties:**
1. To clean and keep offices and premises tidy and to maintain the physical environment at a good standard.
 2. To operate a telephone switchboard/ PABX console and simple office equipment such as duplicating machine, photocopying and fax machines, etc.
 3. To usher in/guide visitors to senior officers/sections concerned and maintain a record of such visits.
 4. To run official errands including the despatch and distribution of correspondence files and documents.
 5. To handle store items including audio visual and shooting equipment.
 6. To assist the officer- in charge of stores to carry out inventories.
 7. To carry out simple maintenance duties.
 8. To attend to employees on locations in connection with duties relating to line producing and other activities of the Corporation.
 9. To carry out weeding and trimming works.
 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 Handy Worker (Lay Services) in the roles ascribed to him.

Note

Handy Workers (Lay Services) may be required to work at odd hours and/or during weekends.

