

**MAURITIUS EMERGING TECHNOLOGIES COUNCIL**  
**SCHEME OF SERVICE**

**Post:**            **Administrative Assistant**

**Salary Scale:** Negotiable

**Qualifications and Experience:**

**A.** A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.

**B.** Candidates should -

- (i) have 2 years’ experience as Administrative Assistant or a similar position.
- (ii) possess good communication skills;
- (iii) have a positive attitude towards work;
- (iv) be computer literate; and

Candidates should produce written evidence of knowledge claimed.

**Duties:**

1. To prepare, scrutinize and process documents/cases.
2. To type and collate general office correspondence and documents according to competencies
3. To maintain files, forms, reports and other materials.
4. To receive, sort and process mail and to prepare materials for mailing.
5. To photocopy reports and other documents and operate standard office equipment such as fax machine.
6. To carry out word processing duties and data entry and to update information in a computer system.

7. To carry out registry, simple finance, human resource and procurement and supply duties, under supervision.
8. To assist in administrative duties within the division/section/unit and to provide general support to operational services.
9. To draft replies to simple correspondence.
10. To operate e-mail services, as and when required.
11. To effect simple research on matters pertaining to the division/section/unit, as and when required.
12. To keep records regarding documents, books and magazines of the METC, and to assist users by providing relevant information, whenever required.
13. To assist in duties relating to committees, organization of official functions, training programmes and other activities.
14. To use ICT in the performance of his/her duties.
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 Administrative Assistant in the roles ascribed to him/her.

**Note:** In case of a force majeure/public emergency, incumbents are required to be available to provide their services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT system.