

MAURITIUS EMERGING TECHNOLOGIES COUNCIL

SCHEME OF SERVICE

Post: **Administrative Secretary**

Salary Scale: Negotiable

Qualifications and Experience:

- (i) Degree in Public Administration and/or Management or any equivalent qualification in Administration/Management acceptable to the Council.
- (ii) At least 5 years' post qualification experience as Administrative Secretary or a similar position.

Duties:

1. To provide a support service to the Council to enable it to achieve its goals and objectives;
2. To coordinate and monitor the work of staff under his/her control;
3. To act as secretary to the Council and committees as and when required;
4. To assist in the selection and recruitment process;
5. To be responsible for hospitality;
6. To organize official functions as and when required and welfare activities as necessary;
7. To arrange for proper office accommodation, furniture and equipment;
8. To ensure the judicious use of office equipment (telephone, fax, word processors, photocopying machines, etc..) and to make arrangements for their proper maintenance and repairs;
9. To monitor the use of the Council`s vehicles and to organize transport for official purposes;
10. To ensure the proper keeping of Attendance Register(s);

11. To ensure that the workplace is kept clean and tidy and that health and safety norms are observed;
12. To ensure the smooth functioning of the Human Resources Division of the Council;
13. To provide proper advice and guidance on HR matters;
14. To ensure that up-to-date personnel records of all employees including records on absenteeism, sickness, late arrivals, early departures etc., are kept; and
15. To use ICT 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 Secretary 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.