

EMPLOYEES' WELFARE FUND

'We are an equal opportunity employer'

NOTICE OF VACANCY

The Employees' Welfare Fund (EWF) was set up in 1991 so as to cater for the welfare, leisure and recreational needs of employees and their families working in the **Public** and **Private** Sectors, in the form of loans, financial assistance and welfare scheme/projects.

Our Vision

To be a leading welfare institution for employees and their families.

Post

Applications from suitably qualified candidates are hereby being invited for the post of:

CONFIDENTIAL SECRETARY

Qualifications and Responsibilities

Qualifications required and job description are as per scheme of service as described below or obtained at the Reception Counter of the EWF.

Mode of application

Interested candidates should submit their application on the appropriate form which may be obtained at our Reception Counter or downloaded from our website, supported by photocopies of birth certificate, certificate of character (if any) and marriage certificate (where applicable), national identity card, educational certificates and documentary evidence of experience claimed.

Applications should be addressed to the **General Manager, Employees' Welfare Fund, 6th Floor, Moorgate House, Sir William Newton Street, Port Louis** and should reach the Office **not later than 15hr00 on 24 November 2023** in an envelope clearly marked on the top left-hand corner for the post applied for.

Note

- Persons not holding appropriate qualifications should not apply.
- Candidates, unless already in the service should not have reached their 45th birthday by the closing date for submission of their application.
- Applications received after the closing date and time will not be accepted.
- Applications not made on the prescribed forms and/or incomplete applications and non-submission of the required documents may entail elimination from the selection exercise.
- Candidates may be required to sit for a shortlisting assessment.
- The EWF reserves the right
 - to call for interview **only** the best qualified candidates.
 - not to make any appointment as a result of this advertisement.

06 November 2023

Scheme of Service	
Organization	Employees Welfare Fund
Post	Confidential Secretary
Salary	Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 – 43500 (EWF 9)
Qualifications	<p>By selection from among candidates possessing: -</p> <p>Academic Qualifications</p> <p>A. Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principle of Accounts obtained at not more than two sittings or Passes not below Grade "C" in at least five subjects including English Language, French and Mathematics or Principle of Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" or an equivalent qualification acceptable to the Board.</p> <p>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.</p> <p>B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "A" Level or an equivalent qualification acceptable to the Board</p> <p>C. Recognised qualifications in secretarial duties or any qualification acceptable to the Board.</p> <p>D. Relevant IT qualifications and skills</p> <p>Experience Minimum 3 years relevant experience</p> <p>Skills & competencies</p> <ul style="list-style-type: none"> • High level of systematic approach to document control • Ability to meet deadlines

	<ul style="list-style-type: none"> • Good Communication Skills • Interpersonal Skills • Initiative Skills • Ability to maintain confidentiality • Ability to work under pressure • Methodical • Pleasant personality skills
Duties	<ol style="list-style-type: none"> 1. To arrange appointments, receive visitors and deal with enquiries as directed by the General Manager. 2. To handle telephone calls and screen incoming calls and visitors and determine the course of action required for satisfactory disposition. 3. To maintain a systematic filing system for easy retrieval and safe-keeping of important documents for the General Manager. 4. To perform secretarial duties including the taking of notes at the Management Committee. 5. To assist in the setting up of communication network. 6. To ensure that proper arrangements are made for the organization of meetings. 7. To compile and update data for meetings. 8. To control and record documents for the General Manager. 9. To perform computer works. 10. To organize, plan and perform any other ad-hoc tasks as and when required by the General Manager. 11. To perform such other duties directly related to the main listed above or related to the delivery of the output and results expected from Confidential Secretary in the roles ascribed to him/her.
Reporting line	The Confidential Secretary should report to the General Manager
Note	In case of a force majeure/public emergency, incumbent is 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.