

FINANCIAL REPORTING COUNCIL

(Established under the Financial Reporting Act 2004)

VACANCY

POST : MANAGEMENT SUPPORT OFFICER

Age Limit : Candidates should not have reached their **40th** birthday by the closing date for the submission of applications.

Qualifications : **A.** a 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

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; and

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** above acceptable to the Council

Profile : Candidates should -

- (i) possess good communication skills;
- (ii) have a positive attitude towards work;
- (iii) have the ability to work in team;
- (iv) be computer literate.

Responsibilities and duties

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- Report to the Chief Executive Officer
- To prepare, scrutinize and process documents
- To type and collate general office correspondence and documents according to competencies.
- To maintain files, forms, reports and other materials.
- To receive, sort and process mail and prepare materials for mailing.
- To photocopy reports and other documents and operate standard office equipment such as telefax machine.
- To carry out word processing and data entry and to update information in a computer system.
- To carry out registry, simple finance, human resource and procurement and supply duties, under supervision.
- To assist in administrative duties within the division/section/unit and to provide general support to operational services.
- To draft replies to simple correspondence.
- To effect simple research on matters pertaining to the division/section/unit, as and when required.
- To keep records regarding documents, books and magazines of the Financial Reporting Council, and assist users by providing relevant information, whenever required.
- To assist in duties relating to committees, organisation of official functions, training programmes and other activities.
- To use ICT in performance of his duties.
- 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 Management Support Officer in the role ascribed to him.

Salary

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Rs 18925x300 – 19525x325 – 21475x375 – 22225x400 – 23425x525 – 26050x650 – 27400x825 – 35650x900 - 37450

Benefits

According to PRB Conditions

Mode of application

: Application forms to be downloaded from FRC website : (www.frc.mu). Application forms together with photocopies of original certificates in sealed envelopes should be addressed to the Officer-in-Charge, Financial Reporting Council, 3rd Floor, Anglo Mauritius House, Intendance Street, Port Louis at latest by **23 February 2022**. Clearly indicating at the right-hand corner of the envelope the post applied.

Note:

: *The Council reserves the right not to make any appointment following this notice of vacancy.*

02 February 2022