



6th Floor, Victoria House, Cnr Barracks & St Louis streets, Port Louis
E-mail: tewfund@intnet.mu Website: <http://www.tewf.mu>
Tel: 211 4343 Fax: 213 5462

VACANCY: POST OF CLERK/WORD PROCESSING OPERATOR

The Tourism Employees Welfare Fund invites applications from qualified Rodriguan candidates for the post of Clerk/Word Processing Operator on contract for one year who possess the following qualifications.

QUALIFICATIONS:

- 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 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
- Or An equivalent qualification acceptable to the Fund.
- 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 an equivalent qualification acceptable to the Board.
- C. A certificate in typewriting at a speed of at least 25 words a minute from a recognized institution or an equivalent qualification acceptable to the Board.
- D. A certificate in Word Processing or Data Processing from a recognised institution or an equivalent qualification acceptable to the Board.

Note:

1. 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
2. Candidates not possessing qualification at C above will also be considered provided they can type efficiently at a speed of at least 30 words a minute.
3. Candidates not possessing qualification at D above will also be considered provided they can show proof of being able to operate and use word processing and data processing packages.

AGE LIMIT: Candidates unless already in the public Sector should not have reached their 45th birthday by the closing date for submission of applications.

Salary: Flat salary of Rs 16,785 plus compensation at approved rates

MODE OF APPLICATION: Qualified candidates should submit their applications on the prescribed form which may be obtained from the website <https://tewf.mu>

CLOSING DATE: The application form, duly completed, together with photocopies of all supporting documents should be submitted not later than 15.00 hrs on Monday 5th February 2024 to the Secretary, Tourism Employees Welfare Fund, 6th Floor Victoria House, Cnr Barracks & St Louis Streets, Port Louis or by email on tewfund@tewf.mu. Applications received after the specified closing date and not on the prescribed form will not be considered.

Note:

Full details of the post and application form are available on the website of the Tourism Employees Welfare Fund.
The post applied for should be clearly marked on the top-left hand corner of the envelope.

TEWF reserves the right:

- To call only the best qualified applicants for interview
- Not to make any appointment as a result of the advertisement.

17 January 2024