

Organisation: Sir Seewoosagur Ramgoolam Botanic Garden Trust

Post: Office Attendant

Salary: Rs 14,725 x 250 – 15,225 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 23,950 (SSRBGT 5)

Qualifications: A. By selection from among serving employees on the permanent and pensionable establishment of the Sir Seewoosagur Ramgoolam Botanic Garden Trust who possess the Cambridge School Certificate or have obtained passes on one certificate at the General Certificate of Education “Ordinary Level” 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 Sir Seewoosagur Ramgoolam Botanic Garden Trust .

NOTE

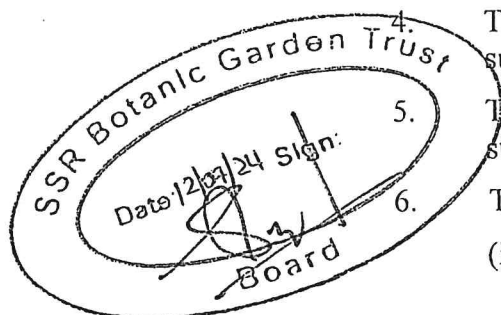
In the absence of qualified employees on the permanent and pensionable establishment of the Sir Seewoosagur Ramgoolam Botanic Garden Trust , by selection from among candidates who possess the Cambridge School Certificate or have obtained passes on one certificate at the General Certificate of Education “Ordinary Level” (i) either 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 Board of Sir Seewoosagur Ramgoolam Botanic Garden Trust

B. Candidates should –

- (i) be able to communicate in English and French;
- (ii) possess qualities such as reliability and trustworthiness;
- (iii) possess interpersonal and communication skills; and
- (iv) have the ability to work in a team.

Duties:

1. To collect keys and deposit same from/to Police Station/Police Post.
2. To open and close offices.
3. To run official errands , including the despatch of correspondence, forms and materials and the distribution of files, documents and faxes.
4. To usher in/guide visitors to the schedule officers and maintain a record of such visits, if so required.
5. To clean office premises and to maintain the physical environment at a good standard.
6. To operate –
 - (i) simple office equipment such as duplicating, photocopying and fax machines; and
 - (ii) a telephone switchboard/ PABX console, as and when required.
7. To ensure that all switches/lights are turned off before leaving office.



8. To be in attendance at the reception counter, as and when required.
9. To perform simple binding duties.
10. To assist in the arrangement of furniture and equipment within office premises.
11. 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 Office Attendant in the roles ascribed to him.

