

INFORMATION and COMMUNICATION TECHNOLOGIES AUTHORITY



NOTICE OF VACANCIES

Doc REF: ICTA/VAC/Jul 11-EXT/01

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

Administrative Secretary

QUALIFICATIONS:

- (i) A member of the Institute of Chartered Secretaries and Administrators
or
- (ii) Post “A” Level Degree in Management or Business Administration or Legal Studies
or
- (iii) Equivalent qualification acceptable to the Board.

EXPERIENCE:

At least three years’ post qualification experience in the related field.

DUTIES AND RESPONSIBILITIES:

- (i) Report to the Executive Director.
- (ii) Assist the office of the Executive Director in the discharge of day to day work which includes
 - Arrange appointments, receive visitors and deal with enquiries
 - Take messages, deal with routine correspondence and pass on information as required
 - Perform general secretarial duties , classify and retrieve records and documents
 - Perform word processing , telefax and data processing duties among others
- (iii) Act as Secretary to the Executive Director and to various committees of Management and assist in compilation of committee papers.
- (iv) Ensure follow up and coordination as regards communication and implementation of policy decisions of the Authority.
- (v) Assist in undertaking formal correspondence on matters relating to the Authority.
- (vi) Assist in the preparation of statutory and/or other reports for the Authority.
- (vii) 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.

Remuneration

An attractive package commensurate with qualifications and experience will be offered to the right candidate in line with the existing Grading and Salary structure.

Mode of Application and Closing Date

A detailed curriculum vitae, copies of certificates and a covering letter should be submitted to the Executive Director, Information and Communication Technologies Authority, 12th Floor, the Celicourt, 6 Sir Celicourt Antelme Street, Port Louis, *by 16.00 hrs on 11th August 2011 at latest.*

The post applied for should be clearly marked on the top left hand corner of the envelope.

Only the best qualified candidates will be called for interview.

The Authority reserves the right neither to proceed with any appointment following this advertisement, nor to assign any reason whatsoever for its decision.

28th July 2011