



Republic of Mauritius

TREASURY

CIRCULAR LETTER NO. 15 OF 2018

VACANCY FOR THE POST OF TREASURY VOUCHER ROOM OPERATOR

Applications are invited from qualified serving employees who wish to be considered for appointment as Treasury Voucher Room Operator in the Treasury.

II. QUALIFICATIONS

- A. By selection from among serving employees on the permanent and pensionable establishment who –
- (i) possess the Certificate of Primary Education; and
 - (ii) show proof of having sat for the Cambridge School Certificate Examination or the General Certificate of Education “Ordinary Level” Examination in at least five subjects at one sitting or an examination of equivalent standard acceptable to the Public Service Commission.
- B. Candidates should -
- (i) have a sound knowledge in binding; and
 - (ii) be computer literate.

Note:

- (1) Candidates should produce written evidence of knowledge claimed.**
- (2) The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.**

III. DUTIES AND SALARY

1. To assist in the classification of payment vouchers.
2. To help in the binding of payment vouchers.
3. To assist in the retrieval of payment vouchers in the Voucher Room.
4. To keep records of payment vouchers in Excel formats.
5. To use ICT in the performance of his/her duties.
6. 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 Treasury Voucher Room Operator in the roles ascribed to him/her.

The permanent and pensionable post carries salary in the scale **Rs 12,750 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,750 x 475 – 21,950 x 625 – 23,200** a month. Appointment in a temporary capacity in the grade carries a flat salary of Rs 12,750 a month plus salary compensation at the approved rate.

IV. MODE OF APPLICATIONS

1. Applications should be submitted on the prescribed form which may be obtained at the **Human Resource Section** of the **Treasury, 3rd Floor, Rabadia Building, 38 Mère Barthelemy Street, Port-Louis** or on the **website of the Department at the following address: <http://treasury.mof.govmu.org>**
2. Applications should be submitted in **duplicate**, the original to be sent directly to the Accountant-General (HR Section). The duplicate should be submitted to their Head of Ministry/Department who will forward it duly completed to the above address **within a week of the closing date**.
3. The envelope should be clearly marked on the top left-hand corner :-
“Post of Treasury Voucher Room Operator, Treasury”
4. The originals of birth and educational certificates should not be submitted with applications but applicants should produce these if and when called upon to do so.

Important:

- (i) The completed forms should contain full details regarding the applicant's previous experience, qualifications and any other information which would qualify him to carry out the duties of the post of Treasury Voucher Room Operator.
- (ii) Qualifications obtained **after** the closing date will not be considered.
- (iii) Care should be taken to fill in the application form. Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the applicant.
- (iv) Applications **not** made on the prescribed form will **not be accepted**.
- (v) Applications received **after** the closing date will **not be accepted**.
- (vi) Written evidence of knowledge claimed **not submitted** may entail elimination of the applicant.
- (vii) Only the best qualified candidates will be called for interview.

V. CLOSING DATE OF APPLICATION

Applications should reach the Accountant-General, (Human Resource Section), Treasury, 3rd Floor, Rabadia Building, 38 Mère Barthelemy Street, Port-Louis not later than **4:00 pm on 17 September 2018**.

**TREASURY
RABADIA BUILDING
38, MÈRE BARTHELEMY STREET
PORT-LOUIS**

Date: 28 August 2018