



# NATIONAL LIBRARY

(Republic of Mauritius)



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Tel : 211 9891 Fax : 210 7173 E-mail: [natlib.mur@gmail.com](mailto:natlib.mur@gmail.com) Website: <http://www.national-library.mu> MS ISO. 9001 2015

## SCHEME OF SERVICE

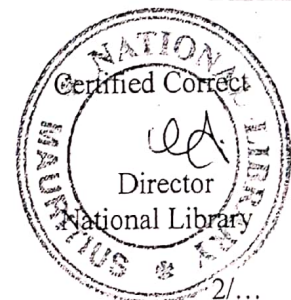
- Organisation:** National Library
- Post:** Confidential Secretary
- Salary:** Rs21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500 (NL 16)
- Effective Date:** 22<sup>nd</sup> March 2024
- Qualifications:** By selection from among public officers in the grades of –
- (i) Senior Word Processing Operator; and
  - (ii) Word Processing Operator
- who –
- (a) reckon at least 10 years' service in a substantive capacity in the Cadre;
  - (b) possess a Certificate in Word Processing from a recognised institution;
  - (c) are fluent in English and French;
  - (d) have shown qualities of trustworthiness, discretion, maturity, tact and initiative;
  - (e) are capable of dealing efficiently with members of the public; and
  - (f) are able to work under pressure

### NOTE:

Confidential Secretaries may be required to follow training, as and when required, to equip them to perform their tasks.

### **Duties:**

1. To arrange appointments for the Director, receive visitors and deal with enquiries.
2. To make telephone calls and screen incoming calls and visitors and determine the course of action required for satisfactory disposition.
3. To take messages and facilitate the process of communication between the relevant stakeholders.
4. To perform general secretarial duties including the taking of notes, typing, classification and retrieval of records and documents.
5. To perform word processing and telex/telefax duties and simple computer/data processing work and operate e-mail services.
6. To keep track of important documents, papers and make them available expeditiously.





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7. To prioritise work on a daily basis and to be responsible for ensuring that deadlines are met and appointments honoured.
8. To handle confidential files and perform all typing works of confidential nature.
9. To ensure that meetings are well organised and take place in time and appropriate information is made available.
10. 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 Confidential Secretaries in the roles ascribed to ascribed to him.

**Note:**

Confidential Secretaries may be required to work outside normal working hours.

