



VACANCIES AT THE INSURANCE (INDUSTRY) COMPENSATION FUND

Applications are invited from qualified candidates who wish to be considered for employment at the Insurance Industry Compensation Fund. The selected candidates will be employed on a probationary period of one year prior to their appointment on the permanent and pensionable establishment upon satisfactory performance, conduct and attendance. The posts are as follows:

(1) Office Secretary

QUALIFICATIONS:

A. 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.

B. Candidates should –

- (i) possess good communication and interpersonal skills; and
- (ii) have the ability to organise and prioritise workload.

Candidates should produce written evidence of any experience claimed.

DUTIES:

1. To give general administrative and secretarial support to the Managing Committee including drafting of letters, implementation of decisions, making appointments, filing and dealing with enquiries.
2. To perform word processing work, collate official documents and to operate telefax and email services as well as photocopying machines.
3. To greet and direct visitors and maintain a record of visitors.

4. To operate the PABX and answer phone calls, as and when required.
5. To record, process and maintain registry.
6. To handle requests for information exchange and update records accordingly.
7. To update statistics, as and when required.
8. To be responsible for despatch of official correspondence.
9. To assist in -
 - (a) the implementation of policies/decisions with regard to the activities of the Fund;
and
 - (b) the proper running of the Fund;
10. To liaise with different stakeholders with regard to the financial services sector;
11. To act as Secretary to the Fund and other committees, as and when required;
12. To handle applications for claims with regard to Hit and Run;
13. To attend to Hit and Run victims and claimants; and
14. 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 Secretary in the roles ascribed to him.

Note:

The Office Secretary may be required to work outside normal working hours.

(2) Office Care Attendant

QUALIFICATIONS:

A. A 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.

B. Candidates should –

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

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 and maintain a record of such visits, if so required.
5. To clean premises and to maintain the physical environment at a good standard.
6. To ensure that all switches/lights are turned off before leaving office.
7. To operate a telephone switchboard/PABX console, as and when required.
8. To operate office equipment such as duplicating, photocopying and fax machines.
9. To attend to calls.
10. To be in attendance at the Reception Counter, as and when required.
11. To assist in the arrangement of furniture and equipment within office premises.
12. To perform simple binding duties.
13. To prepare and serve tea.
14. 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 Care Attendant in the roles ascribed to him.

II AGE LIMIT

The candidates should not have reached their 40th birthday for post 1 and 48th birthday for post 2.

III MODE OF APPLICATION

Qualified candidates should submit their applications on the prescribed Application Form to the Chairperson of The Insurance (Industry) Compensation Fund, Level 5, Shri Atal Bihari Vajpayee Tower, Ebene.

The Application Form may be obtained at the Reception Counter on the above-mentioned address or may be downloaded from the following website address: - <https://iicf.govmu.org/iicf/>

Applications should be submitted together with photocopies of all academic and professional certificates, equivalence of certificates (if any), evidence of work experience claimed and a copy of the National Identity Card.

IV CLOSING DATE

Application forms should be submitted not later than **15.30 hours on 6th August 2024**. Any application received after the deadline will not be considered.

Note:

1. Candidates who possess an equivalent qualification are requested to submit an Equivalence Certificate from the Tertiary Education Commission or Mauritius Qualifications Authority as appropriate, failing which the application will not be considered.
2. Only the best qualified candidates may be called for interview.
3. Late applications will not be considered.
4. Non-submission of photocopies of required certificates and documents may entail elimination of the applicant.
5. **The post applied for should be mentioned on the top left-hand corner of the envelope.**
6. The Insurance (Industry) Compensation Fund reserves the right not to make any appointment following this advertisement.

19 July 2024

The Insurance (Industry) Compensation Fund