

MAURITIUS INSTITUTE OF HEALTH
POWDER MILL, PAMPLEMOUSSES

Vacancy for the post of Word Processing Operator

Applications are invited from qualified candidates who wish to be considered for employment as **Word Processing Operator** at the Mauritius Institute of Health.

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their **45th birthday** by the closing date for the submission of applications.

III QUALIFICATIONS

Candidates should possess:

- A.** A Cambridge School Certificate with credit in English Language and French obtained on one certificate or Passes in at least five subjects with at least Grade C in English Language and French obtained on one certificate at the General Certificate of Education “Ordinary Level” or

an equivalent qualification acceptable to the Executive Board of the Mauritius Institute of Health

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B.** A certificate in Word Processing or Data Processing from a recognised institution.

- C.** A certificate in keyboarding or typewriting with a speed of at least 25 words per minute from a recognised institution.

Note 1

Candidates not possessing qualification at B above will also be considered provided they can operate a computer and make use of word processing and data processing packages. They will be required to undergo a test as arranged by the Executive Board of the Mauritius Institute of Health.

Note 2

Candidates not possessing qualification at C above will also be considered provided they can type/operate a keyboard efficiently at a speed of at least 25 words per minute. They will be required to undergo a test as arranged by the Executive Board of the Mauritius Institute of Health

Note 3

Candidates should produce written evidence of knowledge/experience claimed.

The onus for submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests with the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence Certificate, as appropriate, **by the closing date.**

IV. DUTIES

1. To type and collate official documents.
2. To perform simple clerical duties, as and when required, to ensure speedy handling of correspondence, although clerical work does not form part of the normal duties of a Word Processing Operator.
3. To perform word processing and computer/data processing work and to operate telefax and e-mail services.
4. To replace Confidential Secretaries and Senior Word Processing Operators, as and when required.
5. 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 Word Processing Operator in the roles ascribed to him.

Note

Word Processing Operators, who have been granted incremental credits for shorthand proficiency, maybe called upon to take down shorthand notes and to transcribe them, as and when required.

V. SALARY

The permanent and pensionable post carries salary in scale of Rs 25445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 44960 (MIH 10). However, for the year 2026, the discounted flat salary would be Rs 23,617.

VI. MODE OF APPLICATION

- (i) Qualified candidates should submit their applications on forms which may be obtained at the Mauritius Institute of Health. Application forms may also be downloaded from the website: <http://mih.govmu.org>
- (ii) Candidates already in the service should submit their Application Forms in duplicate, the original to be sent directly to the Acting Executive Director, Mauritius Institute of Health and the duplicate through their respective Supervising Officer / Responsible Officer.
- (iii) Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
- (iv) Envelopes should be clearly marked **“Word Processing Operator”** in the top left-hand corner.

VII. CLOSING DATE

Applications, duly filled in on the prescribed form, with full Curriculum Vitae (CV), should reach the Acting Executive Director, Mauritius Institute of Health, Powder Mill, Pamplemousses, **not later than 3.30 p.m. on Wednesday 03 June 2026.**

Important

- (i) Care should be taken to fill in the Application Form correctly. Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the applicant.
- (ii) Applications received after the closing date and time or without the required documentary evidence of qualifications and experience will **not** be considered.
- (iii) The Institute reserves the right:-
 - (a) to convene **only** the best qualified candidates for interview; and
 - (b) not to make any appointment following this advertisement.

Date: 12 May 2026

**Mauritius Institute of Health
Pamplemousses**