



IRRIGATION AUTHORITY

NOTICE OF VACANCY (INTERNAL)

Applications are invited from Employees holding substantive appointment (on Permanent and Pensionable Establishment) at the Irrigation Authority for filling of the undermentioned post.

1. **Post:** Office Management Assistant
- Salary:** Rs 23025 x 400 – 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800 (IA 33)
- Qualifications:** By selection from among officers in the grades of Executive Officer (Personal) and Management Support Officer who:-
- (i) reckon at least four years' service in the cadre;
 - (ii) possess excellent analytical, technical and interpersonal skills;
 - (iii) have the ability to demonstrate initiatives in various situations;
 - (iv) have the ability to organise and prioritise workload; and
 - (v) are able to work on their own initiative and as a member of a team.
- Note:** For the first intake, by appointment of officers in the grade of Executive Officers (Personal) in post as at 30 June 2013 who have opted for the revised emoluments and terms and conditions set out in the PRB Report 2016, for the implementation of Employment Relations Tribunal (ERT) Award dated 17.02.16.

Other requirements and lists of duties as prescribed in the Scheme of Service of the post are available at the Reception Desk of the Irrigation Authority Head Office, Port Louis and its Sub-Offices at Plaine des Papayes, Souvenir and Rivière du Rempart or on our website on <http://ia.govmu.org>

Mode of Application:

Applications giving full details of qualifications and experience supported by duly certified copies of certificates and other relevant details on the prescribed application form available during office hours (week days only) at the Head Office of the Irrigation Authority, 5th Floor, Fon Sing Building, 12, Edith Cavell Street, Port Louis and its Sub-Offices in Plaine des Papayes, Souvenir and Rivière du Rempart should reach the **General Manager of the Irrigation Authority** at the above address not later than **Monday 23 September 2024 at 15h00**.

Notes:

1. Applications received after the closing date and time and those not made on the prescribed form, will not be considered.
2. Only the best qualified candidates will be called for interview.
3. The Irrigation Authority reserves the right not to make any appointment following this advertisement.
4. The **onus** for the submission of equivalence of qualifications (if applicable) from the relevant authorities rests on the candidates.

Date: 13 September 2024