

## MAURITIUS INSTITUTE OF EDUCATION

**POST** : Confidential Secretary

**SALARY SCALE** : Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950 (MIE 22 – PRB 2026)

### **QUALIFICATIONS:**

By selection from Typist/Stenographers and Clerk/Typists reckoning at least **four** years experience as Typist and/or Clerk/Typist and who

- (a) has shown qualities of trustworthiness, discretion, maturity, tact and initiative.
- (b) be capable of dealing with members of the public.
- (c) has a pleasant personality.

In addition, possession of a Certificate in English Shorthand at a speed of **90 words per minute** may be an advantage.

### **DUTIES:**

1. To take down dictation, to transcribe and type.
2. **Routine registry work:** filing, indexing, simple correspondence, answering phone calls, making appointments and dealing with enquiries.
3. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Confidential Secretary in the roles ascribed to him/her.