

MAURITIUS INSTITUTE OF EDUCATION

POST : Office Auxiliary/ Senior Office Auxiliary (*formerly Office Attendant*)

SALARY SCALE : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400
- 31765 x 425 - 33040 x 560 - 35280 (MIE 5 – PRB 2026)

QUALIFICATIONS:

The Primary School Leaving Certificate (PSLC) or an acceptable alternative qualification.

DUTIES:

1. To clean office floor and window panes.
2. To prepare and clean classrooms for lectures.
3. To deliver and collect mail from Post Office.
4. To run duplicating machines and be responsible for collating.
5. To occasionally operate the telephone switchboard.
6. To perform any other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Office Auxiliary/ Senior Office Auxiliary in the roles ascribed to him/her.