



## Communique

### NATIONAL ENVIRONMENT CLEANING AUTHORITY operating under the aegis of the Prime Minister's Office

#### NOTICE OF VACANCIES

The National Environment Cleaning Authority invites applications from suitably qualified candidates who wish to be considered for appointment for the following posts:

- (A) Administrative Officer
- (B) Accountant
- (C) Human Resource Officer/Senior Human Resource Officer
- (D) Project Coordinating and Monitoring Officer
- (E) Assistant Procurement and Supply Officer
- (F) Clerk / Word Processing Operator
- (G) Receptionist / Telephone Operator

#### II. AGE LIMIT

For the above posts, candidates should not have reached their **45<sup>th</sup>** birthday by the closing date for the submission of applications unless already in service in the Public Sector.

#### III. For Post (A) - Administrative Officer

##### (i) SALARY SCALE

Rs 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575  
– 49,250 x 1,650 – 54,200 x 1,700 – 62,700

#### For post (B) – Accountant

##### (i) SALARY SCALE

Rs 30,700 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x  
1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 62,700

**For post (C) - Human Resource Officer/Senior Human Resource Officer**

**(i) SALARY SCALE**

Rs 21,850 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 –  
35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100

**For post (D) - Project Coordinating and Monitoring Officer**

**(i) SALARY SCALE**

Rs 21,850 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 –  
35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 47,675

**For post (E) - Assistant Procurement and Supply Officer**

**(i) SALARY SCALE**

Rs 19,850 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675  
– 27,400 x 825 – 35,650 x 900 – 37,450

**For post (F) - Clerk / Word Processing Operator**

**(i) SALARY SCALE**

Rs 16,785 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 –  
22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 34,825

**For post (G) - Receptionist / Telephone Operator**

**(i) SALARY SCALE**

Rs 15,225 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 –  
22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 29,875

#### **IV. MODE OF APPLICATION**

- (i) The Notice of Vacancies and the National Environment Cleaning Authority Application Forms as well as other details regarding qualifications, duties, etc. are available at the seat of the National Environment Cleaning Authority, 2nd Floor - Wing A, Shri Atal Bihari Vajpayee Tower, Ebène Cybercity, Mauritius or from the website at [neca.govmu.org](http://neca.govmu.org);
- (ii) Qualified candidates should submit their applications on the National Environment Cleaning Authority's prescribed Application Form which **can be obtained as from Wednesday 13 March 2024** at the National Environment Cleaning Authority, 2nd Floor - Wing A, Shri Atal Bihari Vajpayee Tower, Ebène Cybercity, Mauritius or from the website at [neca.govmu.org](http://neca.govmu.org);
- (iii) Applications should be submitted with photocopies of all supporting documents **to the Officer in Charge, National Environment Cleaning Authority, 2nd Floor - Wing A, Shri Atal Bihari Vajpayee Tower, Ebène Cybercity, Mauritius** by post or mail at [hr@neca.mu](mailto:hr@neca.mu) ; and
- (iv) Applications received after the specified closing date and time will not be considered.

#### **IV. CLOSING DATE**

All applications should reach the Officer-in-Charge, National Environment Cleaning Authority not later than **Tuesday 02 April 2024** by **15.30 hrs.**

#### **V. NOTE**

- a) Application Forms should be filled in correctly. Late and/or wrongly filled in Application Forms as well as those not made on the prescribed forms will not be considered.
- b) The post applied for should be clearly specified on the top left hand-corner of the envelope.
- c) The Authority reserves the right to convene only the best qualified candidates for interview.
- d) The National Environment Cleaning Authority reserves the right not to fill the vacancies as a result of this advertisement.

**Date: 06 March 2024**

**National Environment Cleaning Authority  
2nd Floor - Wing A, Shri Atal Bihari  
Vajpayee Tower, Ebène Cybercity**