

NOTICE OF VACANCIES

Applications are invited from qualified candidates who wish to be considered for employment at the National Solidarity Fund (NSF) in the following posts:

1. Clerical Officer
2. Office Auxiliary

AGE LIMIT: Candidates should not have reached 45 years of age by the closing date for the submission of applications except already on approved service.

SALARY AND CONDITIONS OF SERVICE: As per **Pay Research Bureau (PRB)** provisions.

TERMS OF EMPLOYMENT: On the permanent and pensionable establishment, subject to successfully completing one-year probation.

Selected candidates would be required to submit a certificate of character of less than 3 months.

MODE OF APPLICATION: Application should be made on the prescribed form available on Ministry of Social Integration, Social Security and National Solidarity's Website and at the Office of NSF, Port Louis.

Application form duly filled in together with photocopies of all relevant certificates and written evidence of experience/knowledge claimed should be sent by registered post to **the Administrative Secretary, National Solidarity Fund, 3rd Floor, Court View Building, 21 Pope Hennessy Building, Port Louis.**

Scheme of Service for the posts may be consulted on the website of the Ministry of Social Integration, Social Security and National Solidarity's Website: <https://socialsecurity.govmu.org/socialsecurity>.

Applicant should possess all required certificates/qualifications at time of application. The onus for the submission of equivalence of qualification from the relevant authorities rests with the applicant.

DEADLINE FOR APPLICATION: 28 August 2026 by 15.30 hours at latest.

Note:

- (i) The post applied for should be clearly marked on the top left-hand corner of the envelope.
- (ii) Incomplete and/or applications received after closing date will **NOT** be considered.
- (iii) The NSF reserves the right to convene only the best qualified candidates for interview as well as the right not to make any appointment following this advertisement.

12 August 2026

Scheme of Service

Organisation: National Solidarity Fund

Post: Clerical Officer

Salary: Rs 25745 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 - 45930

However, for the year 2026, the discounted initial salary would be Rs23,917

Qualifications: By selection of candidates possessing:

- A. (i) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or
- (ii) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

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 subjects at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".

OR

Equivalent qualifications to A and B above acceptable to the Board.

- C. Candidates should –
- (i) possess good communication skills;
 - (ii) have a positive attitude towards work;
 - (iii) be computer literate

Note

Qualification at A above should have been obtained prior to qualification at B above

Candidate should produce written evidence of knowledge /experience claimed

- Duties:**
1. To perform duties of a clerical nature such as:
 - a. the preparation, scrutiny and processing of straightforward documents, records etc;
 - b. the preparation of simple documents subject to check;
 - c. arithmetical work;
 - d. registry duties;
 - e. simple finance, establishment and stores work under supervision;
 - f. the drafting replies to simple correspondences; and
 - g. simple data entry and updating of information in computer system; as and when required.
 2. To control a small sub-section of the National Solidarity Fund
 3. To carry out pay and cashier duties, as and when required
 4. To operate modern office equipment such as telefax machine, electronic and photocopying machine, etc
 5. To use information and communication technology (ICT) in the performance of his duties, as and when required
 6. To guide members of the public at the National Solidarity Fund, as and when required
 7. To carry out simple research in connection with official documents
 12. To keep records regarding documents, books and magazines of the National Solidarity Fund, and to assist users by providing, relevant information, whenever required
 13. 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 Clerical Officer in the roles ascribed to him.

National Solidarity Fund

SCHEME OF SERVICE

Organisation: National Solidarity Fund

Post: Office Auxiliary

Salary: Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35280.

However, for the year 2026, the discounted initial salary would be Rs21,532

Qualifications: A. By selection from candidates possessing the Cambridge School Certificate or have obtained passes on one certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the National Solidarity Fund Board.

B. Candidates should:

- (a) possess qualities such as reliability and trustworthiness;
- (b) have a positive attitude towards work and be able to get on well with people; and
- (c) have the ability to communicate in English and French.

Duties:

1. To collect keys and deposit same from/to Police Station/Police Post.
2. To open and close offices.
3. To run official errands, including the dispatch of correspondence, forms and materials and the distribution of files, documents and faxes.
4. To usher in/guide visitors to the schedule officers and maintain a record of such visits, if so required.
5. To clean premises and to maintain the physical environment at a good standard.
6. To ensure that all switches/lights are turned off before leaving office every afternoon.
7. To operate a telephone switchboard/PABX console.
8. To operate office equipment such as duplicating, photocopying and fax machines.
9. To respond to calls.

10. To be in attendance at the reception counter of the Organisation, as and when required.
11. To assist in the arrangement of furniture and equipment within office premises.
12. To perform simple binding duties.
13. 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 Office Care Attendants in the roles ascribed to them.