

## IRRIGATION AUTHORITY

### NOTICE OF VACANCY

**POST:** Confidential Secretary

**SALARY:** 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 (IA 31)-PRB2026

**QUALIFICATIONS:** EITHER

By promotion, on the basis of experience and merit, of Word Processing Operators who have been confirmed in their appointment and who:-

- (a) have shown a high degree of proficiency, qualities of trustworthiness, discretion, maturity, tact and initiatives;
- (b) are capable of dealing with members of the public; and
- (c) have a pleasant personality.

In addition to the above qualifications, possession of a certificate in English Shorthand at a speed of 90 words a minute may be an advantage.

OR

1. A Cambridge School Certificate with credit in English Language and French on a single certificate or equivalent qualification;
2. A Certificate in English Shorthand at a speed of 90 words a minute.

Or An alternative qualification acceptable to the Board.

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-Office at Plaine des Papayes or on our website on <http://ia.govmu.org>.

#### **Age Limit:**

Candidates, unless already in the Public Sector (Civil Service, Parastatal and other Statutory Bodies/Approved Service, Government Service) should **not** have reached their 45<sup>th</sup> birthday by the closing date for submission of applications.

#### **Mode of Application**

Application giving full details of qualifications and experience supported by duly certified copies of certificates and other relevant details as well as **ONUS** of equivalence of qualifications where applicable, on the prescribed Application Form available during office hours (weekdays only) at the Head Office of the Irrigation Authority, 5<sup>th</sup> Floor, Fon Sing

Building, 12, Edith Cavell Street, Port Louis should reach the **General Manager of the Irrigation Authority** at the above address not later than **14 May 2026 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.
5. Envelope should be clearly marked of the post applied for.

Date: 29 April 2026