Candidate Brief

☑ Brief for the Position of

• Office Attendant / Handyman
  (Job Ref: OAH/AUG2020)

August 2020
Overview of the Financial Services Commission (FSC)

The Financial Services Commission (FSC) is the integrated regulator for the non-bank financial services sector and global business. Established in 2001, the FSC operates under the Financial Services Act 2007 and has as enabling legislations the Securities Act 2005, the Insurance Act 2005 and the Private Pension Schemes Act 2012 to license, regulate, monitor and supervise the conduct of business activities in these sectors.

The vision of the FSC is "to be an internationally recognised Financial Supervisor committed to the sustained development of Mauritius as a sound and competitive Financial Services Centre".

In carrying out its mission, the FSC aims to:

- promote the development, fairness, efficiency and transparency of financial institutions and capital markets in Mauritius;
- suppress crime and malpractices so as to provide protection to members of the public investing in non-banking financial products; and
- ensure the soundness and stability of the financial system in Mauritius.

The FSC is mandated under the Financial Services Act to inter alia:

- ensure the orderly administration of the financial services and global business activities;
- ensure the sound conduct of business in the financial services sector and in the global business sector;
- elaborate policies which are directed to ensure fairness, efficiency and transparency of financial and capital markets in Mauritius;
- study new avenues for development in the financial services sector, to respond to new challenges and to take full advantage of new opportunities for achieving economic sustainability and job creation;
- ensure soundness and stability of the financial system in Mauritius; and
- work out objectives, policies and priorities for the development of the financial services sector and global business.

Board & Chief Executive of the FSC

The FSC is administered and managed by a Board which consists of a Chairperson, a Vice Chairperson, independent non-executive members and a Chief Executive.

The Board carries out its functions through the following sub-committees:

- Audit and Risk Committee
- Corporate Governance Committee
- Enforcement Committee
- Staff Committee
Strategic Team

In carrying out the FSC’s mission, the Strategic Team is guided by the Code of Conduct for FSC Staff and the Core Values of the organisation, which are:

- Professionalism
- Ethical Behaviour
- Compliance with Rules
- Team Work

The Strategic Team is made up of the Chief Executive, the Deputy Chief Executive and the Directors. The Strategic Team ensures the delivery of the operational objectives of the FSC. The team is responsible for the implementation of goals as set out in the strategic and business plans and ensure that the decisions and directions provided by the Board are understood by each and every member of the staff.

The FSC’s role in regulating and supervising non-bank financial institutions and services requires that it acts at all times and in all its dealings to the highest standards of ethical and professional behaviour. Its reputation, standing and effectiveness rest on its ability, as an institution comprised of staff imbued with high ethical values, competence and drive, to meet these standards of conduct.

The FSC Code of Conduct sets out the standards and guiding principles of conduct for the employees in the discharge of their functions. The Code of Conduct is applicable to all staff and at all levels.
Job Description, Qualifications and Experience

The role of the Office Attendant/Handyman is to provide support in achieving the Commission’s vision to be an effective financial regulator.

Role and Responsibilities

The Incumbent will report to the Head-Lay Services/Senior Manager or designated officer and will perform, inter-alia, the under-mentioned duties and responsibilities. Where required necessary training will be provided.

- Provide general assistance to the Tradesman/Head – Lay Services.
- Be responsible for overall office cleanliness.
- Clean office premises/furniture and maintain the physical environment at a good standard.
- Move items, furniture, equipment and other materials.
- Run official errand, collect and despatch correspondence/materials as and when required.
- Assist in the conveyance of files and office materials.
- Keep watch over office premises and ensure the security of the assets of the Commission.
- Assist in the organisation of room facilities in case of events.
- Destroy and dispose of waste materials.
- Perform simple trade related works, e.g., electrical works - replace bulbs/starter, maintenance of air conditioners, etc
- Perform simple repairs, e.g. doors, windows, toilet appliances.
- Perform work related to yard maintenance
- Ensure that all works undertaken are of good quality and as per instruction.
- Open and close offices.
- Dispatch and collect letters / correspondence.
- Prepare and serve tea / coffee and other refreshments
- Assist in the handling of the registries including the technical registry.
- Welcome and direct visitors in a courteous and disciplined manner.
- Perform receptionist and telephonist duties as and when required.
- Arrange for meal/ refreshment facilities for meetings.
- Operate office equipment such as photocopying / fax / binding machines.
- Assist in the organisation of room facilities in case of events.
- Facilitate the transport of staff members and prepare statement for relevant payment.
- Ensure delivery of store items from suppliers.
- Act as driver as and when required (if in possession of a valid driving license).
- Perform any other related duties.
The incumbents will be expected to work outside normal office hours including weekends and public holidays, and to perform any other related duties assigned but relevant to the operations of the Commission.

The duties mentioned above are not exhaustive. The Commission reserves the right to require the incumbent to perform any other duties of equivalent level to those specified.

**Specific Competencies**

- Accountability.
- Project Management Skills.
- Analytical and Solution Driven.
- Learning Orientation and Sharing Knowledge.
- Self-discipline and Responsibility.
- Customer Service Skills.
- Communication and Interpersonal Skills.

**Desirable Knowledge, Aptitude and Competencies**

- Manual dexterity, precision and technical knowledge to operate manual work tools.
- Literacy and numerical capabilities.
- Safe working practices.

**Qualifications and Experience**

- A Certificate of Primary Education (CPE).
- Must have pursued Secondary Education.
- At least 1 year relevant working experience.
- Possession of a valid driving license would be an advantage.
- A Certificate or equivalent qualification relevant to the field will be an advantage.
- Relevant training will be provided.
**Appointment and Remuneration Package**

Employment will be on probation for a period of one year with a view to confirmation in a permanent capacity upon satisfactory performance.

Benefits comprise of an attractive remuneration package.

**How to Apply**

Applications should be made on duly completed application form which can be downloaded from the FSC website.

All applications, duly referenced, needs to be sent to the following e-mail address:

recruitment@fscmauritius.org

Closing date of applications is **Friday 04 September 2020 at latest 17.00 hrs.**

**References**

The names of two (2) referees are required as part of the application process. Referees must be people who know you in a capacity to comment on your suitability for the position for which you have applied. One of your two referees should be either your current or previous employer. References will only be considered for short-listed candidates and they will be informed accordingly.

**Conflicts of Interest**

Candidates will need to demonstrate that they do not have interests likely to conflict with their responsibilities. They should declare any potential conflict of interest as early as possible in the selection process and also disclose information or personal connections that, if appointed, might be open to wrong perceptions.