**MAURITIUS PORTS AUTHORITY**

**DUTIES FOR THE POST OF EXECUTIVE, GENERAL ADMINISTRTAIVE SERVICES (PORT MATHURIN)**

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| 1 | To perform clerical and word processing duties |
| 2 | To prepare, scrutinize and process documents and records |
| 3 | To perform computer/data processing work, operate e-mail services as and when required |
| 4 | To assist in administrative duties and provide general support at Port Mathurin |
| 5 | To gather and summarize data for briefs, reports, correspondence and files in order to provide accurate information |
| 6 | To ensure the safekeeping of proper, complete and up-to-date records |
| 7 | To ensure that confidential information is disseminated to authorized parties only |
| 8 | To provide information to the relevant stakeholders and the general public and to respond to inquiries according to established guidelines |
| 9 | To manage the impress system |
| 10 | To assist in all administrative processes relating to procurement and supply stores items such as stationeries, printed materials, etc |
| 11 | To ensure proper and timely submission of accurate returns as and when required |
| 12 | To assist in the organization of official functions, induction and training programmes and other activities |
| 13 | To assist in the implementation of Performance management system |
| 14 | To conduct such other related duties as assigned |
| 15 | To play an active role in promoting safety and security at the MPA |
| 16 | To adhere to and promote MPA’s corporate values |
| 17 | To contribute to the enhancement of the port environment |