

CONFIDENTIAL
OUTER ISLANDS DEVELOPMENT CORPORATION

POST : Accounts Clerk (Agalega Islands)

SALARY : Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040
x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 -
46900 x 1050 - 49000 (OIDC 25)

RESPONSIBLE TO: Resident Manager

QUALIFICATIONS: (a) Cambridge School Certificate or equivalent with 5
credits including English, French and Mathematics

(b) A certificate in Book-Keeping and Accountancy
will be an advantage.

DUTIES: Responsible to the Resident Manager/Assistant Resident
Manager or any Officer responsible for the management
of the Agalega Islands.

(a) act as Storekeeper and Shopkeeper;

(b) prepare accounts and keep stores and accounting
ledgers;

(c) assist the Resident Manager/Assistant Resident
Manager on field work; and

(d) perform any other cognate duties as directed by the
Resident Manager/Asst. Resident Manager;

(e) supervise generally the labour force.

PASSAGES: Be entitled to free passage Agalega/Mauritius/Agalega
every 18 months

ACCOMMODATION: Holder of post will be provided with free accommodation
by the Resident Manager, but will pay 2% of his gross
salary towards the annual maintenance of the house;

LEAVE : Leave will be according to PRB Report.

