

Government of Gibraltar



6 CONVENT PLACE

OFFICIAL NOTICE

VACANCIES FOR CLERK / WORD PROCESSOR

Applications are invited for the post of Clerk/Word Processor. Applicants must, by virtue of their citizenship, be entitled to take up employment in Gibraltar.

Qualification Requirements:

Applicants must be in possession of two GCSE passes (or GCE 'O' Level) at grades A, B or C, or two CSE grade 1, or two CEE grades 1, 2 or 3. One of these qualifications must be in English Language and;

OCR/RSA Stage 2 (Intermediate) or equivalent in word processing skills and knowledge of the Microsoft Office Packages.

The salary scale for the post ranges from £12,694 to £18,112.

A job description and further particulars of the post may be obtained from the Human Resources Department, (Tel.20041750).

Application forms may be obtained from the Human Resources Department, 83-86 Harbour's Walk, New Harbours, Rosia Road, Gibraltar, and must be handed in together with all the relevant original certificates to the Human Resources Manager, at the above address, not later than 1.00 p.m. on 27th October 2008.