

Local Government Service Commission Circular Note No. 67 of 2017
Vacancies for the Post of Office Management Assistant
Local Government Service

(Details of this advertisement are also available at <http://lgsc.govmu.org>)

Applications are invited from qualified serving officers of the Local Government Service who wish to be considered for appointment as Office Management Assistant in the aforesaid service.

The permanent and pensionable post carries salary in the scale of Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs. 21950 a month.

II. QUALIFICATIONS:

By selection from among officers who hold a substantive appointment in the grade of Management Support Officer and who:-

- (i) reckon at least four years' service or an aggregate of at least four years' service in the grades of Management Support Officer and Clerical Officer/Higher Clerical Officer or Clerk/Word Processing Operator or Senior Word Processing Operator or Word Processing Operator; and*
- (ii) possess excellent analytical, technical and interpersonal skills together with the ability to demonstrate initiatives in various situations.*

Candidates may be required to take part in a written competitive examination conducted by the Local Government Service Commission designed:

- (i) to assess their knowledge of the Local Government Service Commission Regulations, the Human Resource Management Manual, the Financial Management Manual and the procedures of the Local Government for the conduct of its business; and*
- (ii) to test their knowledge of current affairs and their ability to express themselves coherently on matters of public interest.*

III. DUTIES:

1. To provide administrative support to the Council in general administration, human resource management, finance, procurement and supply and other areas which include, *inter-alia*:

- (i) Scrutiny and critical examination of correspondence/ documents;
 - (ii) Suggestions and recommendations in cases processed;
 - (iii) Compilation and orderly presentation of information;
 - (iv) Drafting of letters;
 - (v) Implementation of decisions; and
 - (vi) Research work in connection with activities/ policies of the Council.
2. To ensure the accuracy, completeness and timeliness of processes and activities performed in the department/sections;
 3. To be responsible for the compilation and classification of files related to various activities or functions or projects on which the Council is engaged.
 4. To be responsible for all human resources and physical assets.
 5. To monitor, co-ordinate and supervise the work of junior staff.
 6. To act as secretary to committees and/or tender committees, as and when required.
 7. To attend Courts, Ministries, Joint Negotiating Panel and other meetings.
 8. To provide customer service to the relevant stakeholders.
 9. To manage and ensure safekeeping of official records.
 10. To undertake research in connection with activities/policies of the Council and submit reports.
 11. To assist in the preparation of estimates.
 12. To provide assistance in the processing of audit queries related to financial and administrative issues.
 13. To provide, under supervision advice and information on matters relating to accounting, finance and administration, as and when required.
 14. To assist in the organization of official functions and other activities.
 15. To be responsible for the proper running of a small Division/Section/Unit, whenever necessary.
 16. To assist in administrative processes relating to procurement and supply and warehouse operations.

17. To ensure that stock checking programs are maintained.
18. To be responsible for inventory lists and control of office equipment and furniture.
19. To manage the use of the polycopying machine, the photocopying machine and the franking machine and to ensure the submission of monthly postage returns to the Finance Department.
20. To liaise with Heads of Department and other officers concerned for the preparation of contract documents and their eventual signing by parties concerned.
21. To perform word processing and other basic ICT functions.
22. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to them according to their postings.

IV MODE OF APPLICATION

(i) Qualified candidates should submit their applications:

(a) either

on LGSC Form 7 which may be obtained either from the office of the Local Government Service Commission, Louis Pasteur Street, Forest Side or from any Local Authority.

(b) or

online through the website of the Local Government Service Commission at <http://lgsc.govmu.org> or through the Government Citizen Portal at <http://citizen.govmu.org>

Note 1: Details of this advertisement as well as the application form (LGSC Form 7) are also available on the website of the Local Government Service Commission at the above-mentioned address.

Note 2: Prospective candidates willing to submit their applications online may also call during weekdays either at the seat of the Local Government Service Commission from 13 00 to 15 00 hours or at any Local Authority during the prescribed hours where such facilities are offered free of charge.

(ii) Candidates are encouraged to submit their applications online.

(iii) Candidates should submit their applications in duplicate, the original should be sent directly to the **Secretary** of the Local Government Service Commission and the duplicate one to their Responsible Officer, who will forward it to the Commission within a week after the closing date.

- (iv) Candidates are advised to read carefully the “**NOTES AND INSTRUCTIONS TO CANDIDATES**” before filling in the application form.
- (v) The envelope should be clearly marked on the top left-hand corner :-

**“Post of Office Management Assistant,
Local Government Service”**

V. CLOSING DATE

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side so as to reach him **not later than 15 00 hours on Thursday 5 October 2017.**

IMPORTANT

- (i) *Qualifications and equivalence of qualifications obtained after the closing date will not be accepted. Only qualified persons should apply.*
- (ii) *Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition.*
- (iii) *Applications not made on the prescribed form will not be considered.*
- (iv) *Applications received after the closing date and time will not be accepted. The onus for the prompt submission of applications so that they reach the **Secretary** of the Commission in time lies solely on applicants.*
- (v) *The Commission reserves the right:*
 - (a) *not to make any appointment following this advertisement; and*
 - (b) *to convene only the best qualified candidates for interview.*

**Local Government Service Commission
Louis Pasteur Street
Forest Side**

Date: 22 September 2017.