

LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO.34 OF 2018
VACANCIES FOR THE POST OF MANAGEMENT SUPPORT OFFICER
IN THE LOCAL GOVERNMENT SERVICE

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

Applications are invited from among serving employees of the Local Government Service who wish to be considered for appointment as Management Support Officer in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 16400 a month.

2. QUALIFICATIONS

By selection from among officers in the grade of:

- (i) Clerical Officer/Higher Clerical Officer (Personal);
- (ii) Clerk/Word Processing Operator (Personal); and
- (iii) Clerical Officer holding a substantive appointment and reckoning at least two years' service in the grade.

Note: Candidates should enclose photocopies of their National Identity Card, academic/technical/professional qualifications and where applicable, relevant documentary evidence of experience claimed.

3. DUTIES

- 1. To assist in providing administrative support to the Council in general administration, Finance, Human Resources, Procurement and Supply, and other sections.
- 2. To prepare, scrutinise and process documents and records etc.
- 3. To type and collate general office correspondence and documents.
- 4. To maintain files of correspondence, forms, reports and other materials including filing of documents in appropriate location.
- 5. To receive, sort and process mail.
- 6. To carry out pay and cashier duties as and when required.
- 7. To carry out word processing, data entry and update information in a computer system.
- 8. To draft replies to simple correspondence.
- 9. To operate e-mail services and carry out secretarial duties, as and when required.

10. To manage record books, registers and magazines and assist users by providing relevant information whenever required.
11. To photocopy reports and other documents and operate standard office machines such as telefax machine.
12. To issue/deliver certificates/permits.
13. To make arrangements for and monitor logistics, including distribution of transport and equipment such as video conferencing, projector, laptop, etc.
14. To maintain and update attendance and record leave in respect of employees.
15. To control a section of the Council and coordinate and monitor the work of junior staff.
16. To guide members of the public and attend promptly to their queries, as and when required.
17. To effect simple research on matters pertaining to the Council and submit results thereof as required.
18. 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.

4. 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 LGSC at <http://lgsc.govmu.org> or through the Government Citizen Portal at <http://lgsc.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 LGSC at the following address: <http://lgsc.govmu.org>

Note 2 Prospective candidates willing to submit their applications on- line may also call on weekdays either at the seat of the Local Government Service Commission from 1.00 pm to 3.00 pm 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 for the post being applied for, as follows:-

“Post of Management Support Officer - Local Government Service”

5. CLOSING DATE

Qualified candidates should submit their applications to the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side so as to reach him **not later than 3.00 pm on Monday 25 June 2018**.

IMPORTANT

- (i) Qualifications/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: 11 June 2018