

LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO.62 OF 2018

VACANCY FOR THE POST OF SENIOR HUMAN RESOURCE OFFICER IN THE LOCAL GOVERNMENT SERVICE

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

Applications are invited from among serving officers of the Local Government Service who wish to be considered for appointment as Senior Human Resource Officer in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 - 49950 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 28625 a month.

2. QUALIFICATIONS

By selection from Human Resource Officers in the Local Government Service reckoning at least 2 years' service in a substantive capacity in the grade.

Note:

1. The onus for the submission of equivalence of qualification and recognition of institution (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of Equivalence Certificate, as appropriate, by the closing date.
2. Candidates are not required to enclose photocopies of their National Identity Card, Academic/Technical qualifications when submitting their application forms but these should be available and produced when convened for a Verification of Documents / Interview.
3. Candidates may be outposted to any sub office of the Local Authority.

3. DUTIES

1. To assist the Human Resource Management Officer in human resource matters.
2. To ensure that Human Resource policies, rules, regulations and procedures are properly and consistently applied.
3. To provide proper advice and guidance on Human Resource matters.
4. To ensure the promotion of good industrial relations and the taking of prompt action to settle grievances and conflicts through negotiations.
5. To implement training strategies and devise proper follow-up actions.
6. To assist in and sustain the implementation of performance management programmes.
7. To draft Schemes of Service to meet new organizational needs.

8. To supervise and provide proper guidance and training to junior staff.
9. To control attendance and leave of staff and to keep appropriate records on absenteeism, sickness, late arrivals and early departures, etc.
10. To be responsible for the computation of pensions, gratuities and severance allowance of all employees/Part-Time workers proceeding on retirement.
11. To attend to Court cases in connection with human resource matters.
12. To promote staff welfare and a healthy and safe-working environment.
13. To assist in –
 - (a) the determination of the human resource needs of the Councils in terms of number, grading and level of responsibility; and
 - (b) the keeping of staff requirements under constant review through job inspection, deployment and placement of staff.
14. To act as Secretary of Whitley Council and to attend meetings with other departments and Ministries and to effect site visits as and when required.
15. To perform word processing and other basic ICT functions.
16. 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 7a 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 7a) 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 Senior Human Resource 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 10 December 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: 27 November 2018