

LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO. 21 OF 2022

**VACANCY FOR THE POST OF CONFIDENTIAL SECRETARY
IN THE 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 Confidential Secretary in the Local Government service.

The permanent and pensionable post carries salary in the scale of Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 - 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 21,475 a month.

II. Qualifications:

By selection from among officers in the grades of :-

- (i) Senior Word Processing Operator;
- (ii) Word Processing Operator; and
- (iii) Clerk/Word Processing Operator

reckoning at least 10 years' service in a substantive capacity and who:

- (a) possess a certificate in word processing from a recognized institution;
- (b) are fluent in English and French;
- (c) have shown qualities of trustworthiness, discretion, maturity, tact and initiative;
- (d) are capable of dealing with members of the public;
- (e) are able to work under pressure.

Note

Confidential Secretaries may be required to follow training as and when necessary, to equip them to perform their tasks.

NOTE:

1. *The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities (Higher 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 should enclose photocopies of their National Identity Card and academic/technical qualifications and, where applicable, relevant documentary evidence of all experience/knowledge claimed.*
3. *Candidates are informed that they may be outposted to any Sub Office of the Local Authority, and also, with the approval of the appropriate authority, to any other Local Authority where their services will be required.*

III. Duties:

1. To arrange appointments, receive visitors and deal with enquiries.
2. To make telephone calls and screen incoming calls and visitors and determine the course of action required for satisfactory disposition.
3. To take down dictation and type.
4. To perform word processing and telex/telefax duties and simple computer/data processing work and operate e-mail services.
5. To take messages and facilitate the process of communication between relevant stakeholders.
6. To keep track of important documents, papers and make them available expeditiously.
7. To supervise the work of Word Processing Operator/Senior Word Processing Operator whenever required.
8. To prioritise work on a daily basis and to be responsible for ensuring that deadlines are met and appointments honoured.
9. To keep confidential files and perform all typing work of a confidential nature.
10. To perform general secretarial duties including the taking of notes, typing, classification and retrieval of records and documents.

11. To ensure that meetings are well organized and take place in time and appropriate information is made available.
12. 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 Confidential Secretaries in the roles ascribed to them according to their postings.

Note: Confidential Secretaries may be required to work outside normal working hours.

IV. Mode of Application:

- (i) Candidates should submit their applications on LGSC Form 7a which may be obtained from the Office of the Local Government Service Commission, Louis Pasteur Street, Forest Side or from any Local Authority.

NOTE: Details of this advertisement as well as the application form (LGSC Form 7a) are also available on the website of the Local Government Service Commission at the following address: <http://lgsc.govmu.org>.

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

**“Post of Confidential Secretary,
Local Government Service”**

V. 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 15.00 hours on Wednesday 01 June 2022.**

IMPORTANT

- (i) Qualifications/equivalence of qualifications and recognition of institution 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;*
 - (b) to convene only the best qualified candidates for interview; and*
 - (c) to fill from this selection exercise, any vacancy which might occur in other Local Authorities.*

Local Government Service Commission
Louis Pasteur Street
FOREST SIDE

Date: 19 May 2022