

**LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO.119 OF 2025**

**VACANCIES FOR THE POST OF ASSISTANT FINANCIAL OPERATIONS OFFICER  
LOCAL GOVERNMENT SERVICE**

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

Applications are invited from among qualified officers in the grade of Clerical Officer of the Local Government Service who wish to be considered for appointment as Assistant Financial Operations Officer in the Local Government Service.

The post which is permanent and pensionable carries salary in the scale of **Rs 19850 x 325-21475 x 375-22225 x 400-23425 x 525-26050x675-27400 x 825-35650x900-37450** a month.

Appointment in a temporary capacity in the grade will carry salary at the flat rate of **Rs 19,850** a month.

**II. QUALIFICATIONS**

By selection from among officers in the grade of Clerical Officer who reckon at least four years' service in a substantive capacity in the grade and who:

- (i) have a good knowledge of polices, rules and regulations relating to the management of Financial Operations in the Local Government Service;
- (ii) possess effective interpersonal and communication skills;
- (iii) possess effective analytical and problem-solving skills; and
- (iv) are computer literate.

**NOTE 1**

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

- (a) their knowledge of General Financial Procedures including basic principles in Finance, Procurement and Supply, Internal Control and Internal Audit Principles and any other relevant financial laws/regulations and their ability to apply them; and
- (b) their potential and aptitude for financial work.

## **NOTE 2**

Assistant Financial Operations Officers may be required to follow appropriate courses/undergo training, to make them conversant with relevant computer accounting packages.

### **Note :**

- 1. *The onus for the submission of equivalence of qualification and recognition of institution (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 claimed.***
- 3. *Candidates are informed that they may be out posted 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 ensure that all transactions of the Local Authority are properly accounted for in accordance with basic principles of financial management.
2. To perform cashier duties as and when required.
3. To maintain a proper system of accounts and guard against irregularity and fraud.
4. To ensure that the principles, procedures and practices in the Financial Management Manual and departmental instructions approved by the Ministry are observed.
5. To submit proper, accurate and timely returns as requested.
6. To effect timely payment to stakeholders
7. To assist on matters relating to financial management and operations.

8. To issue receipts through the Cash Register/Computer for all monies received by the Local Authority and ensure that all payment receipts are properly classified.
9. To ensure that any cheques returned by the bank is reported to the Head of Finance Department.
10. To adopt proper procedures with respect to the handing over/taking over of cash/cheques to any other cashier.
11. To fill in properly all stubs for which no claim is presented by the payer.
12. To ensure that no money is cashed in cases of recovery for which legal proceedings have already started.
13. To ensure that no part payment is made without proper authority.
14. To effect petty cash payment while ensuring that no individual payment exceeds the authorised amount.
15. To maintain proper records of all petty cash payments, and to keep the petty cash book updated.
16. To keep proper, complete and up to date records of all financial transactions.
17. To use ICT in the performance of his duties.
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 Assistant Financial Operations Officers in the roles ascribed to them according to their postings.

**Note:**

**In case of a force majeure/public emergency, incumbents are required to be available to provide their services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT system.**

#### IV. **MODE OF APPLICATION**

- (i) Qualified candidates should submit their applications 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.

**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:  
**<https://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 respective 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 Assistant Financial Operations Officer  
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 Monday 01 September 2025**.

#### **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; and***

**(b) *to convene only the best qualified candidates for interview.***

**Local Government Service Commission  
Louis Pasteur Street  
FOREST SIDE**

**Date: 19 August 2025**