

LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO 39 OF 2025

**VACANCIES FOR THE POST OF ASSISTANT PROCUREMENT AND SUPPLY 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 Procurement and Supply Officer in the Local Government Service.

The Permanent and Pensionable post carries salary in the scale of Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 a month plus salary compensation at approved rates.

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

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 policies, rules and regulations relating to the management of procurement and supply in the Local Authorities;
- (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 Procurement and Supply Management including basic principles in procurement and supply, warehouse and stock control operations and any other relevant financial and procurement and supply laws/regulations and their ability to apply them; and
- (b) their potential and aptitude for procurement and supply, warehouse and stock control operations.

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 perform Procurement activities, warehousing and stock control duties in accordance with existing rules and regulations.
2. To assist in any assignment related to procurement, supply and warehouse operations.
3. To be responsible for the good running and housekeeping of stores.
4. To notify the Procurement and Supply Officer/ Senior Procurement and Supply Officer of the renewal of stock.
5. To keep a material Reception Book for all articles received at the Store.
6. To issue goods, materials and other articles as requested by the various spending departments upon duly signed issue vouchers ensuring that whenever possible, used or damaged goods are returned and appropriate records are kept before destruction in the presence of Auditors.
7. To keep all materials under lock and key.
8. To ensure that materials received are in accordance with specifications asked by departments.
9. To carry out year-end stock taking.
10. To be fully conversant with stores, financial regulations and computer procedures.

11. To check Master list of Stock items, and to ensure that it is kept up to date, taking into account Exceptions report for making necessary adjustments.
12. To keep proper records for requisitions, quotations and purchase, etc and input data on the computerized system.
13. To attend Council and Committee meetings as and when required.
14. To use ICT in the performance of his duties.
15. To perform such other duties directly related to the main duties listed above or related to the delivery of output and results expected from Assistant Procurement and Supply Officers in the roles ascribed to them according to their posting.

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 Procurement and Supply 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 Wednesday 04 June 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: 22 May 2025