

LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO 3 OF 2026

VACANCY FOR THE POST OF HUMAN RESOURCE MANAGEMENT OFFICER
LOCAL GOVERNMENT SERVICE

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

Applications are invited from among qualified officers in the grade of Senior Human Resource Officer (Personal) in the Local Government Service who wish to be considered for appointment as Human Resource Management Officer in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 – 77750 a month.

Appointment in a temporary capacity carries salary at the flat rate of Rs 41080 a month.

II. QUALIFICATIONS

- (i) By selection from among serving Officers in the grade of Senior Human Resource Officer (Personal) of the Local Government Service possessing: -

Either

- A. (a) a Diploma in Human Resource Management or a Diploma in Management with specialisation in Human Resource Management from a recognised institution **or** an equivalent qualification acceptable to the Local Government Service Commission; and
- (b) reckoning at least five years' post-qualification experience in the field of Human Resource Management.

Or

- B. (a) a degree in Human Resource Management from a recognised institution **or** an equivalent qualification acceptable to the Local Government Service Commission; and
- (b) reckoning at least two years' post-qualification experience at managerial level in the field of Human Resource Management.

Note 1:

Candidates should also:

- (a) possess good communication and analytical skills;
- (b) be trustworthy and able to adopt a multi-disciplinary approach to problem-solving;
- (c) be versatile and adaptable to different work situations and conditions;
- (d) have a high sense of integrity, responsibility and maturity; and
- (e) be computer literate.

NOTE:

- 1. The onus for the submission of written evidence of experience/knowledge claimed and 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 written evidence of experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date***
- 2. Candidates should enclose photocopies of their National Identity Card and academic/technical qualifications.***
- 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 be responsible to the Chief Executive for the proper management of the Human Resources Section.
2. To advise the Chief Executive on all matters pertaining to human resources and ensuring that personnel policies, rules, regulations and procedures are properly interpreted and consistently applied so that all employees are treated fairly and equitably.
3. To keep under constant review the organization procedures and staffing requirements of the Council.
4. To be responsible for all Human Resource matters relating to recruitment, appointment, training, promotion, discipline, retirement, etc.

5. To identify relevant training needs for strategic training direction, improved performance and career development.
6. To ensure that training strategies are properly implemented and necessary follow-up actions are undertaken.
7. To ensure that performance management Programmes are established, implemented and periodically reviewed in collaboration with respective heads of section.
8. To be responsible for the publication of Staff Newsletters.
9. To be responsible for the implementation of procedures relating to welfare, staff discipline, health and safety, etc.
10. To assist management in instilling conducive industrial relations within the Council and taking prompt action to settle grievances and conflicts through negotiations and discussion.
11. To attend to Courts/Tribunals and other related institutions in respect of cases relating to Human Resource matters.
12. To draft and revise Scheme of Service to meet new organizational needs.
13. To ensure that up-to-date personnel records of all employees are kept including records such as absenteeism, sickness, late arrivals and early departure, etc.
14. To advise on the determination of human resource needs of the Councils in terms of number, grading and level of responsibility and keeping staffing requirements under constant review through job inspections, deployment and placement of staff.
15. To attend Meetings and Committees with other departments and Ministries and to effect site visits as directed by the Responsible Officer.
16. To use Information and Communication Technology in the performance of his duties.
17. To prepare human resource proposals in the context of budgetary exercise.
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.

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) 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:

<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 Human Resource Management 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 hrs on Monday 26 January 2026.**

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: 13 January 2026