

## **LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO 20 OF 2026**

### **VACANCIES FOR THE POST OF MANAGEMENT SUPPORT 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 grades of Clerical Officer, Clerical Officer/Higher Clerical Officer (Personal) and Clerk/Word Processing Operator (Personal) of the Local Government Service who wish to be considered for appointment as Management Support Officer in the Local Government Service.

The Permanent and Pensionable post carries salary in the scale of Rs 28225 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 a month.

Appointment in a temporary capacity in the grade will carry salary at the flat rate of Rs 28,225 a month. However, for Year 2026, the discounted flat salary would be Rs 26,371.

## **II. QUALIFICATIONS**

By selection from among officers in the grades mentioned hereunder and who reckon at least four years' service in a substantive capacity in their respective grades:

- (i) Clerical Officer;
- (ii) Clerical Officer/Higher Clerical Officer (Personal); and
- (iii) Clerk/Word Processing Operator (Personal)

### **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 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 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 assist in providing administrative support to the Council in general administration, Finance, Human Resources Management, Procurement and Supply, and other sections.
2. To prepare, scrutinize and process documents and records etc.
3. To type and collate general office correspondence and documents.
4. To maintain files of correspondence, forms, reports and other materials including filing of documents in appropriate location.
5. To receive, sort and process mail.
6. To carry out pay and cashier duties, as and when required.
7. To carry out word processing, data entry and update information in a computer system.
8. To draft replies to simple correspondence.
9. To operate e-mail services and carry out secretarial duties, as and when required.
10. To manage record books, registers and magazines and assist users by providing relevant information whenever required.
11. To photocopy reports and other documents and operate standard office machines such as telefax machine.
12. To issue/deliver certificates/permits.
13. To make arrangements for and monitor logistics, including distribution of transport and equipment such as video conferencing projector, laptop, etc.
14. To maintain and update attendance and record leave in respect of employees.
15. To control a section of the Council and coordinate and monitor the work of subordinate staff.
16. To guide members of the public and attend promptly to their queries, as and when required.
17. To effect simple research on matters pertaining to the Council and submit results thereof as required.

18. To ensure the accuracy, completeness and timeliness of processes and activities performed in small units.
19. To perform such other duties directly related to the main duties listed above or related to the delivery of output and results expected from Management Support 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 Management Support 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 Tuesday 31 March 2026.**

**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: 18 March 2026**