

LOCAL GOVERNMENT SERVICE COMMISSION

**VACANCY FOR THE POST OF CHIEF EXECUTIVE IN THE
LOCAL GOVERNMENT SERVICE**

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

OPEN COMPETITION

Applications are invited from qualified candidates who wish to be considered for appointment as **Chief Executive** in the Local Government Service.

The permanent and pensionable post carries a flat salary of Rs 101,000 a month.

2. Age Limit:

Candidates should have reached their 18th birthday and, unless already in the Local Government Service/Government Service/Approved Service should not have reached their 40th birthday by the closing date for the submission of applications.

3. Qualifications:

(A) By selection from among candidates possessing a post “A” Level Degree preferably in Management or Law or a professional qualification or equivalent qualification acceptable to the Local Government Service Commission and reckoning 10 years’ experience in a managerial capacity.

(B) Candidates should:

- (i) possess good analytical skills and be able to adopt a multi-disciplinary; approach to problem solving;
- (ii) be versatile and adaptable to different work situations and conditions;
- (iii) demonstrate high ethical standards and shared values;
- (iv) have a high sense of responsibility, maturity and integrity;
- (v) be familiar with modern trends and techniques in management and capitalize on technology and invest in the future; and
- (vi) encourage initiative, innovation and collaboration.

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.

NOTE 2: Candidates should enclose photocopies of their National Identity Card and academic/technical qualifications and, where applicable relevant documentary evidence of all experience claimed.

NOTE 3: Candidates may be requested to submit a Character Certificate.

NOTE 4: 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.

4. Duties:

1. To execute the statutory duties laid down in:
 - (a) the Local Government Act;
 - (b) the Local Government Service Commission Act, 1975 as subsequently amended; and
 - (c) other legislation relating to Council activities or as may be relevant.
2. To be the Chief Adviser of the Council in all matters falling within the purview of Local Government Legislation.
3. To exercise administrative and financial control and to take appropriate action to ensure that the provisions of Local Government Legislation are implemented.
4. To implement decisions of the Council and the Ministry of Local Government in a timely manner.
5. To be responsible for the overall administration of the Council including the management of Council funds and to coordinate, ensure smooth running of work in all departments and sections.
6. To ensure the timely preparation and publication of the Annual Administrative Report.

7. To tender sound advice on any matter falling within the jurisdiction of the Council.
8. To be responsible for maintaining good industrial relations and for conducting all negotiations with Trade Unions.
9. To act as Secretary of the Council Committee Meetings and attend meetings convened by Ministries and any other organisations, whenever required.
10. To represent or assist the Council in Legal proceedings.
11. To act as Secretary of the Local Cyclone Authority, the Regional Cyclone Committee and ensure the manning of refugee centres, as required.
12. To be on duty during cyclones as and when required and to liaise with the Police and Social Security Officers of the area.
13. To perform such other duties falling within the ambit of Local Government Legislation, and as the Council or the Permanent Secretary, Ministry of Local Government and Outer Islands, may from time to time assign to him.

5. 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: <http://lgsc.govmu.org>

- (ii) Candidates already in the Local Government Service 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 Chief Executive -
Local Government Service”**

6. **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 3.00 p.m. on Wednesday 18 August 2021.**

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: 05 August 2021