

LOCAL GOVERNMENT SERVICE COMMISSION

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

OPEN COMPETITION

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

Applications are invited from qualified candidates who wish to be considered for appointment as Human Resource Officer in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 22575 x 625 – 23200 x 775 - 32500 x 925 – 37125 x 1225 - 38350 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 22,575 a month.

II. Age Limit

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

III. Qualifications:

(i) Candidates should possess:

A Diploma in Human Resource Management (HRM) from the University of Mauritius **or** the University of Technology, Mauritius or an equivalent qualification acceptable to the Local Government Service Commission.

(ii) Candidates should also:

- (a) be computer literate;
- (b) have knowledge of human resource management techniques and practices;
- (c) have good communication, analytical skills and leadership qualities;
- (d) have skills in examining Human Resource matters and ability to produce a balanced view of the arguments/issues involved.

NOTE 1: Candidates will be required to take part in a written competitive examination designed to assess their potential and aptitude for work relating to human resource matters and their ability for problem solving.

NOTE 2: The onus for the submission of equivalence of qualification (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 3: Candidates should enclose photocopies of their National Identity Card and academic/technical qualifications and, where applicable relevant documentary evidence of all experience claimed.

NOTE 4: Candidates may be requested to submit a Character Certificate.

NOTE 5: 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.

IV. Duties:

1. To provide advice and assistance in accordance with standing rules and regulations on Human Resource policies and other related matters.
2. To correctly interpret and consistently apply rules and regulations and procedures so that all employees are treated fairly and equitably.
3. To supervise and provide proper guidance and training to junior staff.
4. To participate in job inspection exercises with a view to keeping staffing requirements under constant review.
5. To attend to Court cases in connection with Human Resource matters.
6. To keep up-to-date personnel records of all employees including records such as absenteeism, sickness, late arrivals, early departures, etc.
7. To assist in the preparation of computation of pensions, gratuities and severance allowance of all employees/part-time workers proceeding on retirement.
8. To assist in the implementation of the Performance Management System.
9. To assist in :-
 - (i) the determination of human resource needs of the Councils in terms of number, grading and level of responsibility;
 - (ii) the deployment and placement of staff;
 - (iii) the drafting of Schemes of Service; and
 - (iv) the promotion of good industrial relations, staff welfare and a healthy and safe working environment.
10. To perform duties of Secretary or act as Member of Committees/Boards concerning Human Resource matters.
11. To use Information and Communication Technology in the performance of his duties.

12. 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.

V. **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 LGSC at the 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 Human Resource Officer - Local Government Service"

VI. **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 pm on Monday 8 March 2021**.

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: 23 February 2021