

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 106 OF 2023

Vacancies for Post of Management Support Officer
Ministry of Public Service, Administrative and Institutional Reforms

Applications are invited from qualified candidates who wish to be considered for employment to give assistance at Management Support Officer level in the Ministry of Public Service, Administrative and Institutional Reforms.

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their **45th** birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

1. Candidates should possess -

- A. (i) a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or
- (ii) passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.

OR

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

2. Candidates should –

- (i) possess good communication skills;
- (ii) have a positive attitude towards work;
- (iii) have a general knowledge of national and international issues; and
- (iv) be computer literate.

NOTE

1. Qualification at 1.A above should have been obtained prior to qualification at 1.B above.
2. Candidates should produce written evidence of knowledge claimed.
3. **The onus for the submission of written evidence of knowledge claimed and 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 written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**
4. Candidates may be required to take part in a written examination.
5. The Commission reserves the right:
 - (i) to convene **only** the best qualified candidates for interview; and
 - (ii) not to make any appointment following this advertisement.

IV. DUTIES AND SALARY

1. To prepare, scrutinise and process documents/cases.
2. To type and collate general office correspondence and documents according to competencies.
3. To maintain files, forms, reports and other materials.
4. To receive, sort and process mail and to prepare materials for mailing.
5. To photocopy reports and other documents and operate standard office equipment such as telefax machine.
6. To carry out word processing and data entry and to update information in a computer system.
7. To carry out registry, simple finance, human resource and procurement and supply duties, under supervision.
8. To assist in administrative duties within the division/section/unit and to provide general support to operational services.
9. To draft replies to simple correspondence.
10. To operate e-mail services, as and when required.
11. To effect simple research on matters pertaining to the division/section/unit, as and when required.

12. To keep records regarding documents, books and magazines of the Ministry/Department, and to assist users by providing relevant information, whenever required.
13. To assist in duties relating to committees, organisation of official functions, training programmes and other activities.
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 the output and results expected from the Management Support Officer in the roles ascribed to him.

Selected candidates will be employed to give assistance at Management Support Officer level on a month-to-month basis and will draw a flat salary of Rs 18,925 a month. The employment may be terminated at any time in the event of incompetence, misconduct and insubordination. They will, subject to satisfactory service, be offered appointment in a substantive capacity, as and when vacancies occur.

The permanent and pensionable post carries salary in scale Rs 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 a month.

V. MODE OF APPLICATION

1. Qualified candidates should submit their application on **PSC Form 7** which may be obtained **either** from the Enquiry Counter of the Ministry of Public Service, Administrative and Institutional Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis **or** from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side **or** from the Chief Commissioner's Office, Port Mathurin, Rodrigues **or** from the offices of the Mauritius High Commissions/Embassies overseas.
2. Candidates already in the service **should** submit their Application Form **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising Officer/Responsible Officer.
3. This advertisement together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at **<https://psc.govmu.org>**
4. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
5. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS TO CANDIDATES”** before filling in the Application Form. Care should be taken to fill in the Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

VI. CLOSING DATE

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours (local time) on Thursday 24 August 2023.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 11 August 2023

Public Service Commission,
7, Louis Pasteur Street,
FOREST SIDE.