GOVERNMENT OF MAURITIUS

MY REF: E/363/9/03 V.6

Date: 15 June 2017

YOUR REF:

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officer-in-Charge of Ministries/Departments

SUBJECT: Vacancies for the Post of Office Management Assistant

Please find enclosed, copy of the Public Service Commission Circular Note No. 29 of 2017 inviting applications from qualified officers, who wish to be considered for appointment as Office Management Assistant in the Ministry of Civil Service and Administrative Reforms.

2. It would be appreciated if the contents of the circular could be brought to the attention of all eligible employees in your Ministry/Departments. In the case of officers who are overseas or on leave, you are requested to ensure that copy of the Circular Note together with Application Forms are dispatched to such officers on the very day on which the Circular Note is issued. These officers should also be informed of the following Fax Numbers of the Public Service Commission: 670 3416/6703417.

3. You should also ensure that all eligible officers are informed of the new mode of application as regards posts advertised within the public service in line with the e-Recruitment system which has become operational on 01 June 2017.

4. The new mode of application is as follows:-

(i) eligible candidates should submit their application electronically on :- http://psc.govmu/English/Pages/ServingOfficersHome.aspx

(ii) eligible candidates should also submit a printed copy of their electronic Application Form, duly signed, through their respective Supervising Officer/Responsible Officer who will forward same to the Commission, under cover of PSC Form 22 within one week of the closing date for the submission of applications;

(iii) for technical support, the Government Online Centre (GOC) may be contacted on e-mail address: support@ncb.mu or on phone number 4549955; and

(iv) for any other query, the help desk of the Public Service Commission may be contacted on e-mail address pdsc@govmu.org, phone number 6709705 and fax number 6703417.

N. Tiroumallechetty (Mrs)
From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms
To: Supervising Officer-in-Charge of Ministries/Departments

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N. Tiroumadlechetty (Mrs)
for Senior Chief Executive
Vacancies for Post of Office Management Assistant
Ministry of Civil Service and Administrative Reforms

Applications are invited from qualified officers who wish to be considered for appointment as Office Management Assistant in the Ministry of Civil Service and Administrative Reforms.

II. QUALIFICATIONS AND EXAMINATION ARRANGEMENTS

A. By selection from among officers in the grade of Management Support Officer who –

(i) reckon at least four years’ service in a substantive capacity in the grade or an aggregate of at least four years’ service in a substantive capacity in the grade of Management Support Officer and the former grades of Officer and/or Clerical Officer/Higher Clerical Officer;

(ii) have a good knowledge of Public Service Commission Regulations, the Human Resource Management Manual, the Financial Management Kit and the procedures of the Government of Mauritius for the conduct of its business;

(iii) possess good analytical, technical and interpersonal skills;

(iv) have the ability to organise and prioritise workload; and

(v) are able to work on their own initiative and in teams.

B. Candidates will be required to sit for a written competitive examination conducted by the Public Service Commission designed –

(i) to assess their knowledge of the Public Service Commission Regulations, the Human Resource Management Manual, the Financial Management Kit and the procedures of the Government of Mauritius for the conduct of its business; and

(ii) to test their knowledge of current affairs and their ability to express themselves coherently on matters of public interest.

NOTE

1. Candidates will be informed in due course of the exact date and venue of the examination.

2. Candidates who are overseas should make their own arrangements to come to Mauritius to sit for the examination.
III. DUTIES AND SALARY

1. To provide administrative support in general administration, human resource management, finance and procurement and supply.
2. To ensure the accuracy, completeness and timeliness of processes and activities performed in small units.
3. To assist in the organisation of official functions, induction and training programmes and other activities.
4. To provide customer service to the relevant stakeholders and the general public and to respond to inquiries according to established guidelines.
5. To manage and ensure safekeeping of official records.
6. To supervise the retrieval and disposal of office records within established guidelines.
7. To act as secretary to committees and/or bid evaluation committees, as and when required.
8. To undertake research in connection with the activities/policies of the Ministry/Department and submit reports, as and when required.
9. To assist in the preparation and the monitoring of Programme Based Budgeting.
10. To ensure the keeping of proper, complete and up-to-date human resource/financial records.
11. To ensure proper and timely submission of accurate returns as requested by the Accountant-General and the Financial Secretary.
12. To provide assistance in the processing of audit queries related to financial and human resource issues.
13. To provide, under supervision, as and when required, advice and information on matters relating to general administration, human resource management, finance and procurement and supply.
14. To assist in all administrative processes relating to procurement and supply and warehouse operations.
15. To ensure that stock checking programmes are maintained.
16. To ensure that office inventory tallies with the supply system records.
17. To co-ordinate and supervise the work of subordinate staff.
18. To use ICT in the performance of his duties.
19. 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 Office Management Assistant in the roles ascribed to him.
The permanent and pensionable post carries salary in scale Rs 21,950 x 625 - 23,200 x 775 - 32,500 x 925 - 37,125 x 1,225 - 39,575 a month.

IV. **MODE OF APPLICATION**

1. Qualified candidates should submit their application electronically via the website of the Public Service Commission at the following address: [http://psc.govmu.org/English/Pages/ServingOfficersHome.aspx](http://psc.govmu.org/English/Pages/ServingOfficersHome.aspx)

2. Candidates are required to follow the procedures that can be accessed through the ‘How to Apply’ option on the above link.

3. Candidates are required to submit a printed copy of their Application Form, duly signed, through their respective Supervising Officers/Responsible Officers. For any other query, please contact the PSC help desk on e-mail address [pdsc@govmu.org](mailto:pdsc@govmu.org), phone number 6709705 and fax number 6703417.

4. For technical support, the Government Online Centre (GOC) may be contacted on the e-mail address: [support@ncb.mu](mailto:support@ncb.mu) or on phone number 4549955.

5. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)”** before filling in the Application Form. Care should be taken to fill in the on-line Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

V. **CLOSING DATE**

Online Application Form should be submitted **not later than 3.00 p.m. on Wednesday 05 July 2017.**

Date: 15 June 2017

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