

**Local Government Service Commission Circular Note No. 54 of 2011**

**Vacancy for the Post of Confidential Secretary**

**Local Government Service**

*(Details of this advertisement are also available at <http://lgsc/gov.mu>)*

Applications are invited from qualified serving officers of the Local Government Service who wish to be considered for appointment as Confidential Secretary in the aforesaid service.

The permanent and pensionable post carries salary in the scale of Rs. 13800 x 400 - 15000 x 500- 16000 x 600- 23200 x 800 - 26400 a month plus salary compensation at approved rates.

Appointment in a temporary capacity carries salary at the flat rate of Rs 13 800/- a month plus salary compensation at approved rates.

2. **Qualifications:**

By selection from among officers in the grades of:-

- (i) Senior Word Processing Operator;
- (ii) Word Processing Operator; and
- (iii) Clerk/Word Processing Operator

reckoning at least 10 years' service in a substantive capacity and who:

- (a) possess a certificate in word processing from a recognized institution;
- (b) are fluent in English and French;
- (c) have shown qualities of trustworthiness, discretion, maturity, tact and initiative;
- (d) are capable of dealing with members of the public;
- (e) are able to work under pressure.

**Note 1:**

A Certificate in English shorthand is desirable.

**Note 2:**

Confidential Secretaries may be required to follow training as and when necessary, to equip them to perform their tasks.

Note 3:

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

3. **Duties**

1. To arrange appointments, receive visitors and deal with enquiries.
2. To make telephone calls and screen incoming calls and visitors and determine the course of action required for satisfactory disposition.
3. To take down dictation, transcribe and type.
4. To perform word processing & telex/telefax duties & simple computer/data processing work and operate e-mail services.
5. To take messages and facilitate the process of communication between the relevant stakeholders.
6. To keep track of important documents, papers and make them available expeditiously.
7. To supervise the work of Word Processing Operator/Senior Word Processing Operator whenever required.
8. To prioritise work on a daily basis and to be responsible for ensuring that deadlines are met and appointments honoured.
9. To keep confidential files and perform all typing work of a confidential nature.
10. To perform general secretarial duties including taking of notes, typing, classification and retrieval records and documents.
11. To ensure that meetings are well organized and take place in time and appropriate information is made available.
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 Confidential Secretaries in the roles ascribed to them according to their postings.

#### 4. Mode of Application

(i) Qualified candidates should submit their applications :

(a) either

on LGSC Form 7 which may be obtained either from the office of the Local Government Service Commission, Louis Pasteur Street, Forest Side or from any Local Authority

(b) or

online through the website of the LGSC at <http://lgsc.gov.mu> or through the Government Citizen Portal at <http://citizen.gov.mu>

**Note 1:** Details of this advertisement as well as the application form (LGSC Form 7) are also available on the website of the LGSC at the above mentioned address.

**Note 2:** Prospective candidates willing to submit their applications online may also call on weekdays either at the seat of the Local Government Service Commission from 13.00 hours to 15.00 hours or at any Local Authority during the prescribed hours where such facilities are offered free of charge.

**Note 3:** Acknowledgement of application will be made as far as possible by email.

(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 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 Confidential Secretary - Local Government Service"**

#### 5. 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 **30 September , 2011**.

## **IMPORTANT**

- (i) 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 be rejected.
- (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 not to make any appointment following this advertisement.

**Local Government Service Commission  
Louis Pasteur Street  
Forest Side**

**Date: 09 September, 2011**