



ROAD DEVELOPMENT AUTHORITY

Public Advertisement for December 2025

Vacancies for post of Management Support Officer

Applications are invited from qualified candidates who wish to be considered for appointment as **Management Support Officer** in the Road Development Authority.

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

Candidates should: -

- A (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
- (b) 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 Board.

- C. The Internet and Computing Core Certification (IC3) with knowledge of office package or documentary evidence of any approved IT proficiency programme followed.
- D. Candidates should also: -
- (i) possess good communication skills;
 - (ii) have a positive attitude towards work;
 - (iii) be customer oriented; and
 - (iv) have the ability to work in teams.

Qualification at A above should have been obtained prior to qualification at B above.

NOTE

1. Candidates should produce written evidence of experience/Knowledge acquired.
2. **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.**
3. The Authority reserves the right:
 - (i) to convene qualified candidates for interview; and
 - (ii) not to make any appointment following this advertisement.
4. In line with promoting gender equity at the Road Development Authority, female candidates are encouraged to apply for the above advertised post.

IV. DUTIES AND SALARY

1. To perform clerical and word processing duties including inter alia:
 - (i) preparation, scrutiny and processing of documents and records;

- (ii) typing and collating a variety of general office correspondences and documents, according to competencies;
 - (iii) maintaining files of correspondences, forms, reports and other materials;
 - (iv) receiving, sorting and processing mail and preparing material for mailing;
 - (v) photocopying reports and other documents and operating standard office machines such as telefax machine;
 - (vi) carrying out word processing and data entry and updating information in a computer system;
 - (vii) carrying out registry, simple finance, human resource and procurement and supply work, under supervision;
 - (viii) assisting in administrative duties within the division/section/unit and providing general support to operational services;
 - (ix) drafting of replies to simple correspondence;
 - (x) operating e-mail services and carrying out secretarial duties, as and when required;
 - (xi) effecting simple research on matters pertaining to the department and submit results thereof, as required; and
 - (xii) keeping records regarding documents, books, magazines, etc. of the Authority, and assisting users by providing relevant information whenever required
2. To control a small subsection of the Authority.
 3. To carry out pay and cashier duties, as and when required.
 4. To guide members of the public, as and when required.
 5. To replace Confidential Secretaries, as and when required.
 6. 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 Management Support Officers in the roles ascribed to them according to their postings.

NOTE:

The permanent and pensionable post carries salary in scale **Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450** a month.

Date: 2nd December 2025

Tel:- 467 8600