

MAURITIUS INSTITUTE OF HEALTH
POWDER MILL, PAMPLEMOUSSES

Vacancy for the post of Management Support Officer

Applications are invited from qualified candidates who wish to be considered for employment as **Management Support Officer** at the Mauritius Institute of Health.

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

A. Candidates should possess:

- (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 Account 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 of the Mauritius Institute of Health.

C. 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.

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

D. Note

Candidates should produce written evidence of knowledge/experience claimed.

The onus for 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 with 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.

IV. DUTIES

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 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 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.

V. SALARY

The permanent and pensionable post carries salary in scale of Rs 28225 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 (MIH 13)

However, for the year 2026, the discounted flat salary would be Rs 26,371.

VI. MODE OF APPLICATION

- (i) Qualified candidates should submit their applications on the prescribed forms which may be obtained at the Mauritius Institute of Health. Application forms may also be downloaded from the website: <http://mih.govmu.org>
- (ii) Candidates already in the service should submit their Application Forms in duplicate, the original to be sent directly to the Acting Executive Director, Mauritius Institute of Health and the duplicate through their respective Supervising Officer / Responsible Officer.
- (iii) Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
- (iv) Envelopes should be clearly marked “**Management Support Officer**” in the top left-hand corner.

VII. CLOSING DATE

Applications, duly filled in on the prescribed form, with full Curriculum Vitae (CV), should reach the Acting Executive Director, Mauritius Institute of Health, Powder Mill, Pamplemousses, **not later than 3.30 p.m. on Wednesday 3 June 2026.**

Important

- (i) 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 applicant.
- (ii) Applications received after the closing date and time or without the required documentary evidence of qualifications and experience will **not** be considered.
- (iii) The Institute reserves the right:-
 - (a) to convene **only** the best qualified candidates for interview; and
 - (b) not to make any appointment following this advertisement.

Date: 12 May 2026

**Mauritius Institute of Health
Pamplemousses**