MAURITIUS STANDARDS BUREAU

VACANCY

Post of Management Support Officer on Contract

The Mauritius Standards Bureau is a corporate body established under the Mauritius Standards Bureau Act 1993 and operates under the aegis of the Ministry of Industry, SME and Cooperatives. The Bureau is responsible, inter alia, for standardisation, testing, certification, calibration and conformity assessment services and serves as the national enquiry point for matters relating to the WTO Agreement on Technical Barriers to Trade.

Applications are invited from suitably qualified candidates for appointment as Management Support Officer on contract for a period of one year, pending finalisation of the scheme of service.

QUALIFICATIONS

By selection from among candidates who possess:

1. A (i) 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 Standards Council.

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.

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

Candidates should produce written evidence of knowledge claimed.

Salary: Negotiable

The duties attached to the post are available on the website of the Mauritius Standards Bureau.

MODE OF APPLICATION

Applications should be submitted using the prescribed MSB application form, which is available from the Reception Desk of the Mauritius Standards Bureau at Moka or may be downloaded from the website at http://msb.intnet.mu. Further information is also available on the MSB website.

The duly completed prescribed application form, together with photocopies of the applicant's National Identity Card, birth certificate, educational and professional certificates, and documentary evidence in support of any experience claimed, should be submitted by registered post to **the Director, Mauritius Standards Bureau, Villa Road, Moka 80805, not later than 3.00 p.m. on 11 November 2026.**

The envelope should be clearly marked **"Management Support Officer"** in the top left-hand corner.

EVIDENCE OF QUALIFICATIONS AND EXPERIENCE CLAIMED

The onus for the submission of written evidence of knowledge/experience claimed and equivalence of qualification (if applicable) acceptable to the Standards Council 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/experience claimed and Equivalence Certificate, as appropriate, by the closing date.

Only the best qualified candidates will be called for interview.

The Bureau reserves the right not to make any appointment following this advertisement.

2026-10-26