Ministry of Foreign Affairs, Regional Integration and International Trade
Circular Note No.1 of 2026

Posting of officers in the grades of Office Management Executive and Confidential Secretary to Missions Overseas

Applications are invited from officers in the grades of Office Management Executive and Confidential Secretary who wish to be considered for posting to Missions Overseas.

1. Duties

(A) Office Management Executive

The selected candidates will be required to perform the following duties:

(i) financial duties such as examination of bills, preparation of pay sheets and other charges, vouchers, quotation procedures, keeping of cash/vote bank;
(ii) human resource management duties such as recruitment procedures, discipline, leave and passages and other conditions of service;
(iii) procurement and supply duties such as purchasing and supply policies and practices;
(iv) consular work (*issue of visas, issue and renewal of passports, facilitating repatriation of Mauritian nationals*, etc);
(v) outdoor duties including attendance at airport to meet VIPs, collect diplomatic bags etc;
(vi) assist in advising on incentives and facilities offered by the Government of Mauritius to potential investors; and
(vii) generally assist the Administrative Head in the proper administration and running of the Mission.

(B) Confidential Secretary

The selected candidates will be required to:
(i) perform all the duties normally devolving on a Confidential Secretary;
(ii) perform other related duties as directed by the Administrative Head of the Mission.

1.1 In addition of the above, the selected Office Management Executive and Confidential Secretary should possess, inter-alia, the following qualities.

(a)	**Professional Skill**	competent and proficient in word processing duties and fully conversant with the use of ICT
(b)	**Hard Working**	regular and punctual in attendance – adaptability and availability in view of late hours of work in foreign environment
(c)	**Good Health**	sound health is essential to face the exigencies of of the Diplomatic Service
(d)	**Reliability and Resourcefulness**	should be able to assume responsibility in absence of senior officers
(e)	**Versatility**	in written and oral expression. Interest in all fields of work of a Mission
(f)	**Communication and Interpersonal skills**	in written and oral communication, emotional intelligence, active listening and conflict resolution skills suitable for a sensitive and high-profile environment

Note

Knowledge of a foreign language would be an advantage.

2. **Pre-departure Medical Examination**

Selected candidates will be required to undergo a thorough medical examination with a view to assessing their state of health and medical fitness before posting to Missions Overseas.

3. **General Conditions**

(i) **Length of Tour**

The normal tour of service will be for an initial period of one year, renewable up to a period of three years, but may be reduced at the discretion of the Ministry of Foreign Affairs, Regional Integration and International Trade.

The tour of service may be terminated in the event of misconduct or insubordination.

(ii) **Salary**

The selected officer will continue to draw the salary of his/her substantive post.

(iii) **Allowances and Other Benefits** (will be in accordance with PRB Report and subject to eligibility and as applicable).

- Foreign Service Allowance;
- Transfer Grant;
- Baggage Allowance;
- Warm Clothing Allowance;
- Travelling Allowance;
- Refund of Medical Expenses;
- Refund of School fees;
- Passages;
- Accommodation; and
- Subsistence Allowance.

(iv) **Leave**

Casual, vacation and sick leave will be granted in accordance with the recommendations of the PRB 2026. However, casual and vacation leave will be granted subject to exigencies of the service.

(v) **Income Tax**

The allowance mentioned in this Circular Note are tax free.

4. **Mode of Application**

(i) Eligible Officers should submit their applications on the prescribed form **(copy of which is enclosed and is also available on the website of this Ministry at: http://foreign.govmu.org)** in **duplicate**, the original to be sent directly to the **Secretary for Foreign Affairs (Human Resource Section), Ministry of Foreign Affairs, Regional Integration and International Trade, 9th Floor, Newton Tower, Sir William Newton Street, Port-Louis** and the duplicate through their respective Supervising/Responsible Officer who will forward same, duly completed, to the above address within a week of the closing date of this circular; and

(ii) Envelopes should be clearly marked "Posting to Overseas Mission" on the top left-hand corner.

5. **Important**

(i) The candidates shortlisted will be called for an interview which may be carried out after normal working hours, if necessary. The selected candidate will be required to undergo an appropriate training to be arranged by this Ministry before his/her posting to Mauritius Embassy.

(ii) Applications **not** made on the prescribed form **will not be accepted**.

(iii) Applications received **after** the closing date **will not be accepted**.

6. Heads of Ministries/Departments should ensure that the contents of this Circular Letter are brought to the attention of all eligible officers. In case of eligible officers who are on leave locally or overseas, Heads of Ministries/Departments should ensure that copies of this Circular, together with the application form, are despatched to them on the very day on which this Circular reaches their Ministry/Department.

7. **Closing Date of Application**

Applications should reach the **Secretary for Foreign Affairs (Human Resource Section), Ministry of Foreign Affairs, Regional Integration and International Trade, 9th Floor, Newton Tower, Sir William Newton Street, Port-Louis, not later than 3.30 p.m on 11 November 2026.**

Ministry of Foreign Affairs,
Regional Integration and International Trade,
9th Floor, Newton Tower,
Sir William Newton Street,
Port Louis

Date: 22 October 2026.