VACANCIES
LANDSCAPE AND WASTE MANAGEMENT AGENCY

Post: Director of Admin and HR (Mahe)

Salary Grade: B5

Section: Administration and HR

Recognized qualifications and requirements for the post:

Education (Knowledge)

- Degree in Human Resources Management or relevant fields **OR**
- Diploma in Human Resources Management / Diploma in Management or any other relevant field.

Experience:

- 7 years relevant experience for a candidate with a degree **OR**
- 2 years' experience as a Senior Human Resource Officer and Budget Management Officer B6-B7; **OR**
- 8 years relevant work experience for a candidate with a Diploma in HR Management or General Management; two years as Senior HR and Budget Management Officer B6-B7

Knowledge and Skills

- Good analytical and problem-solving solving
- Good reporting and communication skills
- Strong sense of confidentiality and teamwork
- Experience in people management, budget planning, human resource management/development, and negotiation, and must have a sound knowledge of the PSO and Employment Act

Personal qualities

- Ability to work under pressure; resourceful
- Innovative, good team spirit; demonstrate sound work ethics;
- Consistent and fair; able to cope with the conflict point of view; be understanding towards the problems of staff.

Post: Senior Waste Management Officer - 1 post

Salary Grade: B5 **Section:** CEO Secretariat

Lead the planning, implementation, and coordination of comprehensive waste management systems designed to maximize prevention, reuse, and recycling. Drive innovation and investment through programmes that transform waste into a vital resource. Play a key role in raising public awareness and community engagement in ongoing initiatives.

Recognized qualifications and requirements for the post:

- Master's Degree in a Waste Management field / Administration or relevant field plus five years relevant work experience; **or**
- Bachelor's Degree in a Waste Management field / Administration Environment Science with a focus on Waste Resources Management / Administration or any other relevant field, plus five years post-qualifying work experience.

Key Responsibilities

Develop and oversee strategic waste management frameworks that align with national sustainability goals

- Promote and coordinate programmes focused on research, innovation, and investment in resource recovery
- Collaborate with stakeholders across government, civil society, and the private sector to strengthen impact
- Support public outreach, education, and sensitization activities
- Monitor and evaluate programme effectiveness and ensure continuous improvement

Must possess strong leadership, project management, and analytical skills, familiarity with relevant legislation and sustainable practices. Strong leadership, communication, and stakeholder engagement skills. Deep understanding of circular economy principles and sustainable development frameworks.

Driving license class 2 – ESSENTIAL

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Post: Assistant Landscape Officer (Praslin) 1 post

Salary Grade: B2 **Section:** Landscape Management

Recognized qualifications and requirements for the post:

- National Certificate in General Horticulture/Agriculture **OR**
- Related field plus two years' experience in the field of horticulture and landscaping including Supervisory Training. **Or**
- 2 years satisfactory work performance as Landscape Assistant B1 plus Supervisory Training
- ***Driving license class 2 - ESSENTIAL***

Post: Landscape Assistant -2 post (Mahe Nursery) & (Praslin)

Salary Grade: B1

Section: Landscape Management Section

Recognized Qualifications and Requirements:

- Secondary School Certificate or
- At least two (2) years of relevant work experience plus in-house training;

Post: Driver-1 post (Mahe)

Salary Grade: B1 - B2

Section: Administration and HR Section

Recognized Qualifications and Requirements:

- Possess a valid Class 2 and Class 4 driver's license
- Minimum of 3 years professional driving experience
- Basic understanding of vehicle engines and routine maintenance
- Physically fit and capable of handling manual tasks
- Demonstrates reliability, honesty, and punctuality
- Able to read and write in English to complete logs and reports

Application forms/additional information may be obtained at the Head Office on Mahe at English River or at the Pension Fund Complex, Room 8, Grand Anse Praslin between 8 am to 4 pm. Interested candidates may submit their applications to email address **hrlwma@gov.sc**, attaching C.V, certificates and references.

Closing date: 14th November 2025