VACANCIES
LANDSCAPE AND WASTE MANAGEMENT AGENCY

Post: Private Secretary - 1 post

Salary Grade: B2 **Section:** CEO Secretariat

Recognized qualifications and requirements for the post:

- Advanced diploma in office management & administration or a Diploma in office management & administration.
- Certificate in general management plus competency certificate in typing or word processing, or certificate in secretarial/clerical studies plus three years' experience as a senior office assistant.

Key Responsibilities

- Performs complex and diverse clerical, secretarial, and administrative support
- Handle correspondence, filing, typing, and data management
- Schedule appointments, meetings, and travel arrangements
- Prepare minutes of meetings and manage communications
- Attend to telephone calls, visitors, and public enquiries
- Perform other related duties as assigned.

Application forms/additional information may be obtained at the Head Office on Mahe on the 2nd Floor, KB Emporium Building, Avenue de Diolinda, Providence Industrial Estate, or at the Pension Fund Complex, Room 8, Grand Anse Praslin between 8 am to 4 pm. Interested candidates may submit their applications to the email address **hr.lwma@gov.sc**, attaching C.V., certificates, and references.

Closing date: 15th May 2026

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Post: Landscape Assistant -2 post (Mahe) Nursery

Salary Grade: B1 **Section:** Landscape Management

Recognized Qualifications and Requirements:

- Certificate in Agriculture.
- Secondary School Certificate at-least two (2) years of relevant work experience plus on the job training.

Key Responsibilities

- Carry out gardening, landscaping, and nursery maintenance works
- Planting, watering, trimming, weeding, fertilizing, pest & disease control
- Maintain public gardens, parks, and designated areas
- Assist with plant propagation, inventory, and plant monitoring
- Load/unload gardening materials and equipment

Application forms/additional information may be obtained at the Head Office on Mahe on the 2nd Floor, KB Emporium Building, Avenue de Diolinda, Providence Industrial Estate, or at the Pension Fund Complex, Room 8, Grand Anse Praslin between 8 am to 4 pm. Interested candidates may submit their applications to the email address **hrlwma@gov.sc**, attaching C.V., certificates, and references.

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