

Support Service

Human Resource

Human Resource is concerned with the management of employees from recruitment to retirement. It is also acquiring services of people, developing their skills, motivating them to the foremost level and making sure that they continue to maintain their commitment towards the Mauritius Fire and Rescue Service.

General Administration

Their duties include general clerical tasks, such as drafting documents and answering telephones, as well as administrative jobs, including scheduling and project management.

Finance

To manage and accurately report the financial position of Mauritius Fire and Rescue Service, to direct all financial transactions recorded in the accounting system.

Procurement

They are responsible for finding, agreeing terms and acquiring goods, services or works from an external source, often via a tendering or competitive bidding process.

Technical Specifications Committee

They are responsible to prepare and update specification for each item that will be acquired.