

Local Government Service Commission Circular Note No. 46 of 2011

Vacancy for the Post of Attendant

Municipal Council of Port Louis

(Details of this advertisement are also available at <http://lgsc.gov.mu>)

Applications are invited from serving employees of the Municipal Council of Port Louis who wish to be considered for appointment as Attendant in that Municipal Council.

The permanent and pensionable post carries salary in the scale of Rs 8,000 x 200 – 10,200 x 250 – 11,700 x 300 – 12,600 a month plus salary compensation at approved rates.

Appointment in a temporary capacity carries salary at the flat rate of Rs 8,000 a month plus salary compensation at approved rates.

II. QUALIFICATIONS:

A. By selection from employees of the Local Authority who:-

- (i) possess the Certificate of Primary Education; and
- (ii) show proof of having sat for the Cambridge School Certificate Examination or the General Certificate of Education “Ordinary Level” examination or an examination of equivalent standard acceptable to the Local Government Service Commission.

Note: In the absence of candidates who are qualified as above, consideration will be given to employees of the Local Authority reckoning an aggregate of at least seven years service in a substantive capacity and who show proof of being literate.

B. Candidates should demonstrate:

- (i) qualities such as reliability and trustworthiness; and
- (ii) a positive attitude towards work and good relations towards people.

NOTE: Candidates should enclose photocopies of their National Identity Card, academic/technical qualifications and, where applicable, relevant documentary evidence of

experience claimed.

III. DUTIES:

- (1) To open and close offices and such other premises of the Local Authority before and after official business or any functions/activities being carried out in these offices and premises/sites.
- (2) To be responsible for the safekeeping of keys.
- (3) To usher in/guide visitors to the appropriate offices and maintain a record of such visits, if so required as well as directing people to official "boxes" (lodges).
- (4) To run official errands, including the dispatch of correspondence, forms and materials and the distribution of files and documents including letters to clubs and institutions for any relevant activity.
- (5) To clean the offices and premises of the Local Authority.
- (6) To check and maintain properly all assets on the premises of the Local Authority and to keep a record thereof.
- (7) To watch premises during opening hours and to report to his immediate Supervisor any breakage/defects/loss of materials and assets as per the inventory list identified in the performance of cleaning duties.
- (8) To operate a telephone switchboard/PABX console and related equipment.
- (9) To operate simple office equipment such as duplicating machines, photocopying machines, etc.
- (10) To attend to official matters in response to "calls" or "bells".
- (11) To switch on and off the TV set with due care on time prescribed by the Council and to switch off the lights and all connections including TV and Radio Set before closing premises.
- (12) To be responsible for the delivery of materials such as chairs, tarpaulins, etc and keeping a proper record thereof.

- (13) To be in attendance on the premises of the Local Authority during opening hours.
- (14) To ensure that users of the premises/sites of the Local Authority have been duly authorized to do so and have paid the appropriate fee accordingly.
- (15) To report any act of misconduct and vandalism etc committed by the users of the premises/sites in a timely manner to his immediate Supervisor in writing.
- (16) To collect materials/equipment for use in offices and premises/sites from stores and return thereto any material/equipment to the site.
- (17) To display and affix posters and make preparations for any functions/activities to be held on the premises/sites of the Local Authority.
- (18) To perform such other duties directly related to the main duties listed above or related to the delivery of output and results expected from incumbents in the roles ascribed to them according to their postings.

Note 1: Attendants are expected to work at staggered hours/on roster basis without payment of any extra remuneration.

Note 2: The hours of work will be determined by the Chief Executive but should not exceed an aggregate of 40 hours.

IV. MODE OF APPLICATION:

Qualified candidates should submit their applications :

- (i) (a) **either**

on LGSC Form 7 which may be obtained either from the office of the Local Government Service Commission, Louis Pasteur Street, Forest Side or from the Municipal Council of Port Louis

- (b) **or**

online through the website of the LGSC at **<http://lgsc.gov.mu>** or through the Government Citizen Portal at **<http://citizen.gov.mu>**;

Note 1: Details of this advertisement as well as the application form (LGSC Form 7) are also available on the website of the LGSC at the above mentioned address.

Note 2: Prospective candidates wishing to submit their applications online may also call on weekdays either at the seat of the Local Government Service Commission from 13 00 to 15 00 hours or at any Local Authority during the prescribed hours where such facilities are offered free of charge.

Note 3: Acknowledgement of application will be made as far as possible by email.

(ii) Candidates should submit their applications in duplicate, the original should be sent directly to the **Secretary** of the Local Government Service Commission and the duplicate one to their Responsible Officer, who will forward it to the Commission within a week after the closing date.

(iii) Candidates are advised to read carefully the 'NOTES AND INSTRUCTIONS TO CANDIDATES' before filling in the application form.

(iv) The envelope should be clearly marked on the top left-hand corner :-

"Post of Attendant - Municipal Council of Port Louis"

V. CLOSING DATE

Qualified candidates should submit their applications to the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side so as to reach him **not later than 3.00 p.m on 19 July, 2011.**

IMPORTANT

(i) Qualifications obtained after the closing date will not be accepted. Only qualified persons should apply.

(ii) Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition.

- (iii) Applications not made on the prescribed form will be rejected.
- (iv) Applications received after the closing date and time will not be accepted. The onus for the prompt submission of applications so that they reach the **Secretary** of the Commission in time lies solely on applicants.
- (v) The Commission reserves the right not to make any appointment following this advertisement.

Local Government Service Commission
Louis Pasteur Street
FOREST SIDE

Date: 28 June, 2011