

Local Government Service Commission Circular Note No. 50 of 2011

Vacancy for the post of Chief Welfare Officer

Local Government Service

Applications are invited from serving officers of the Local Government Service who wish to be considered for appointment as Chief Welfare Officer in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 26,400 x 800 - 28,000 x 1000 - 30,000 x 1250 - 40,000 a month plus salary compensation at approved rates.

Appointment to the grade in a temporary capacity will carry salary at a flat rate of Rs 26,400 a month plus salary compensation at approved rates.

2. Qualifications :

By selection from among Principal Welfare Officers reckoning at least two years' service in the grade.

3. Duties :

1. To be responsible to the Chief Executive for the proper administration and management of the Welfare Department and the discipline of the staff.
2. To advise the Municipal Council on all matters falling within the ambit of the responsibilities of department, attend committee and council meetings.
3. To organise and manage the Welfare Department.
4. To ensure that all decisions and regulations approved by the Municipal Council are strictly adhered to and implemented.
5. To report to the Chief Executive on all activities performed by the Department.
6. To submit specific reports on projects and schemes of work proposed

by the Municipal Council.

7. To submit detailed reports on the implementation of work and development projects.
8. To be responsible for the control and effective work performed by Senior Officers and through them of all employees of the department.
9. To organise sociocultural, youth, sporting, athletics, historical and recreational activities.
10. To work in co-ordination with religious, social welfare organizations, public and private including NGOs.
11. To be responsible for the preparation of the budget of the department and for the budgetary control.
12. To submit reports including annual reports.
13. To attend Council meetings upon requests.
14. Staff Management and Control:

The responsibilities cover the following sections of the department :

- (a) Press and Public Relations
- (b) Information Centre
- (c) Housing Estates
- (d) Reception Halls
- (e) Municipal Theatre
- (f) Municipal Nurseries
- (g) Infant Schools
- (h) Loan Stores
- (i) Community and Welfare Centres

- (j) Children Playgrounds
 - (k) Sports grounds including stadia, football grounds, badminton, volley-ball pitches, basket ball pitches, petanque pitches etc.
 - (l) Education Courses
 - Full time-vocational
 - Part time recreational and educational
 - (m) Scholarships
 - (n) Contributions to voluntary organisations.
 - (o) Public Ceremonies and Band Performances.
 - (p) Courses in Community Centres.
- (15) To be responsible for the general upkeep and maintenance of the City/Municipal Hall and its outbuildings.
 - (16) To report to the appropriate Committee on all matters relating to the general management of the City/Municipal Hall and to initiate action as appropriate for the general maintenance of all equipment.
 - (17) To be responsible for all receptions and the issue and control of refreshments issued at Committee and Council Meetings.
 - (18) To be responsible to the appropriate Committee of all expenses incurred for the general management and maintenance of the City/Municipal Hall and outbuildings and the regular consequent budgetary control.
 - (19) To be responsible for specific works concerning the City/Municipal Hall and its outbuildings during and after cyclones.
 - (20) To perform any other cognate duties.

Note Staff of the Welfare Department are expected to work on a roster basis and/or at staggered hours without payment of any extra remuneration.

4. Mode of Application

- (i) Qualified candidates should submit their applications:

(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 any Local Authority .

(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 following address: <http://lgsc.gov.mu>

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 hours 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 e-mail.

- (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 Chief Welfare Officer - Local Government Service "

5. **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 **13 September, 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 : 23 August, 2011