

Local Government Service Commission Circular Note No. 52 of 2011

Vacancies for the post of Handy Worker

Municipality of Vacoas/Phoenix

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

Applications are invited from serving employees of the Municipality of Vacoas/Phoenix who wish to be considered for appointment as Handy Worker in that Municipality.

The permanent and pensionable post carries salary in the scale of Rs 7, 200 x 200 - 10,200 x 250 - 11,200 a month plus salary compensation at approved rates.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 7, 200 a month plus salary compensation at approved rates.

II. QUALIFICATIONS:

By selection from among employees in the grade of General Worker on the Permanent and Pensionable Establishment of the Local Authority who possess the Certificate of Primary Education.

NOTE 1: In the absence of candidates possessing the Certificate of Primary Education, consideration will be given to candidates on the Permanent and Pensionable Establishment who can show proof of being literate

NOTE 2: Possession of a goods vehicle licence is desirable

NOTE 3: 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 clean, disinfect and maintain offices, cloakrooms, toilets, drains, gutters, parks, gardens, promenades, social halls, yards, playgrounds, children's playgrounds, nurseries, public places, garages, stores, etc and nearby surroundings in a healthy condition.
2. To clean and carry out simple maintenance of machines, vehicles and equipment and to report any defect or irregularity.

3. To be responsible to the Officer-in-Charge for the keeping of furniture, books, tools, and sundry items found in social halls and to be in attendance at premises/workshops during office hours including during normal lunch break.
4. To be in charge of the children's playground during opening hours and ensure that rules and regulations governing the children's playground, including indoor games and leisure activities are adhered to.
5. To open/close gates and premises at the stipulated time, control entry traffic and be responsible for the safe-keeping of keys.
6. To report on damages and repairs that need to be carried out to the premises.
7. To handle, carry, pack, load and unload, including from lorries and other vehicles, place and arrange materials and other store items on shelves and to maintain them clean and in order and to also exercise great care when handling fragile and perishable goods.
8. To assist the Driver in the proper manoeuvring of his vehicle and in the transportation of goods and materials.
9. To perform regular washing, cleaning and other ancillary works associated with day-to-day running of vehicles and to hook and unhook metal basket on shelf loader
10. To accompany lorries and assist in case of breakdown, including removal and mounting of tyres.
11. To assist in the erection of tubular frames, structures and moving any Council property whenever required.
12. To run official errands, including the dispatch of correspondence, forms and materials and answer to telephone calls.
13. To operate a lawn mower in accordance with the prescribed safety measures.
14. To destroy and dispose of pest and waste.
15. To do weeding and planting work.
16. To remove and clear obstructive matters in discharge pipes, manhole and traps.

17. To read meters and gauges.
18. To undertake the mixing and grading of materials.
19. To attend to visitors.
20. To perform such other duties directly related to the main duties above or related to the delivery of the output and results expected from Handy Workers in the roles ascribed to them according to their postings.

NOTE: Handy Workers may be required to work on a roster basis or during staggered hours without payment of any extra remuneration.

IV. 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 the Municipality of Vacoas/Phoenix.

(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 Handy Worker, Municipality of Vacoas/Phoenix”

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 **20 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: 30 August 2011