

Local Government Service Commission Circular Note No. 71 of 2011

Vacancy for the post of Tradesman's Assistant (Mason)

Municipality of Curepipe

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

Applications are invited from serving employees of the Municipality of Curepipe who wish to be considered for appointment as Tradesman's Assistant (Mason) in the said council.

The permanent and pensionable post carries salary in the scale of Rs 7400 x 200 – 10,200x 250 -11,700 a month plus salary compensation at approved rates.

Appointment to the post in a temporary capacity carries salary at the flat rate of Rs 7400 a month plus salary compensation at approved rates.

2. Qualifications

By selection from among serving employees of the Local Authority holding a substantive appointment and who:

- (a) possess the Certificate of Primary Education or who can show proof of being literate; and
- (b) produce evidence of having the knowledge, aptitude and experience in Masonry.

Note 1: To be appointed as Tradesman (Mason), the Tradesman's Assistant (Mason) will be required to pass a Trade Test.

Note 2: Candidates should enclose photocopies of their academic/technical qualifications and National Identity Card and where applicable, and relevant documentary evidence of experience claimed.

3. Duties

1. To work under the supervision of the Tradesman and assist him in the performance of his duties.
2. To be familiar with the tools of the trade and to use them to perform operations as appropriate, under the guidance of the Tradesman, so as to develop gradually the skills necessary for the trade;
3. To ensure, under the Tradesman's guidance that all tools, equipment and accessories used in the Trade are kept in good working order;

4. To carry out simple repair works and other operations as may be directed by the Tradesman.
5. To be able to read and work from dimensional plans, drawings and sketches.
6. 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 posting.

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 the Municipality of Curepipe .

(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](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 willing to submit their applications on line may also call at the office of the LGSC, where such facilities are offered, free of charge, from 13 00 to 15 00 hours on weekdays.

Note 3: Candidates should enclose photocopies of their academic/ professional qualifications and National Identity Card and where applicable, relevant documentary evidence of experience claimed.

Note 4: 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 Tradesman’s Assistant (Mason) - Municipality of Curepipe”

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 15 00 hrs on 18 November 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 : 25 October, 2011