

Local Government Service Commission Circular Note No. 66 of 2011

Vacancy for the Post of Overseer

Municipality of Vacoas/Phoenix

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

Applications are invited from serving employees of Municipality of Vacoas/Phoenix who wish to be considered for appointment as Overseer in that **Municipal Council**.

The permanent and pensionable post carries salary in the scale of Rs 8 600 x 200 – 10 200 x 250 – 11 700 X 300 – 13 800 x 400 - 15 000 x 500 – 16 000 x 600 – 17 200 a month plus salary compensation at approved rates.

Appointment in a temporary capacity in the grade carries salary at the flat rate of Rs 8 600 a month plus salary compensation at approved rates.

2. Qualifications:

By selection from among employees who :-

- (i) possess the Certificate of Primary Education;*
- (ii) hold a substantive appointment and reckon at least 10 years service; and*
- (iii) reckon at least five years proven experience in the supervision of field workers performing outdoor duties.*

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

3. Duties:

To be responsible for:

1. the register and control of attendance of employees in the sections concerned;
2. the receipt and issue of materials;
3. the safe custody of tools and records;

4. the making of entries in record book;
5. the preparation of simple estimates, bills, payments, monthly returns, etc;
6. routine work inspections for report on the conditions of roads, drains, plants, tools and water and electricity supplies, parks and gardens, stadium, swimming pools and sports grounds;
7. the supervision of workers on sites of works as well as the planning and coordination of the work assigned to the workers including gardeners, general workers, handy workers;
8. the maintenance of all public parks, gardens, children playgrounds, public places and green belts, swimming pools;
9. the supervision of all pruning, fumigation and other agricultural/horticultural process;
10. the supervision of works in stadium, sports grounds, drains and roads and of landscaping, creation and improvement of public parks and gardens and weeding and chemical spraying.
11. the keeping of a proper record of telephone calls made from any garden or area under his supervision/control; and
12. to perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to them according to their postings.

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 Vacoas/Phoenix**.

(b) Or

online through the website of the Local Government Service Commission 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 Local Government Service Commission at the above mentioned address.

NOTE 2: Prospective candidates wishing to submit their application online may also call during 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 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 Overseer - Municipality of Vacoas/Phoenix ”

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 11 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: 18 October 2011