

LOCAL GOVERNMENT SERVICE COMMISSION

Vacancies in the Municipal Council of Port Louis

- POST OF (i) REFUSE COLLECTOR (ROSTER)
(ii) HANDY WORKER
(iii) GENERAL WORKER

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

Applications are invited from persons residing within the boundaries of the Municipal Council of Port Louis who wish to be considered for appointment to the posts listed below:

- (i) Refuse Collector (Roster)
- (ii) Handy Worker
- (iii) General Worker

2. Qualifications, Salaries and duties

Qualifications, salaries and duties for the abovementioned posts are given in the respective appendix.

3. Age Limit

Candidates should have reached their 18th birthday and, unless already in the Local Government Service/Public Service/Approved Service should not have reached their **48th** birthday by the closing date for the submission of applications.

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 Municipal Council of Port Louis.

- (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 on weekdays either at the seat of the Local Government Service Commission from 1300 to 1500 hours or at any Local Authority during the prescribed hours where such facilities are offered free of charge.

Note 3: Acknowledgement of application will, as far as possible, be made by e-mail.

- (ii) Candidates already in the Local Government Service 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 :-

“Vacancies in the manual grades, Municipal Council of Port Louis ”

- (i) Refuse Collector (Roster)
- (ii) Handy Worker
- (iii) General Worker

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 23 November, 2011**

IMPORTANT

- (i) Applicants should state their **personal residential address** on their application forms. Applications bearing the postal address of another person will neither be acknowledged nor taken into consideration.
- (ii) Candidates who apply for more than one post should fill in only one application form and attach thereto a list indicating clearly, in order of preference, the posts for which they would wish to be considered.

- (iii) Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition.
- (iv) Applications not made on the prescribed form will be rejected.
- (v) 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.
- (vi) The Commission reserves the right not to make any appointment following this advertisement.

**Local Government Service Commission,
Louis Pasteur Street,
FOREST SIDE**

Date: 03 November, 2011

APPENDIX I**Vacancies in the Municipal Council of Port Louis****1. Post of Refuse Collector (Roster)**

A. QUALIFICATIONS : Candidates should reside within the boundaries of the Municipal Council of Port Louis

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

B. SALARY : The permanent and pensionable post carries salary in the scale of Rs 7,800 x 200 – 10, 200 x 250 – 11,700 x 300 – 12,300 a month plus salary compensation at approved rates.

Appointment to the grade in a temporary capacity carries salary at a flat rate of Rs 7, 800 a month plus salary compensation at approved rates.

C. DUTIES :

- (1) Removal of all types of refuse from private premises, wastelands, trade and industrial premises, commercial areas, market, fair and public places.
- (2) Cleansing and proper sweeping of streets, public squares, thoroughfares, gutters, canals, streams etc.
- (3) Removal of :
 - (a) dead animals;
 - (b) posters affixed illegally as well as banners; and
 - (c) debris causing obstruction on roads.
- (4) Disposal of refuse at the dumping ground, performing controlled tipping there and levelling the refuse.
- (5) Loading of all types of refuse on Council vehicles.
- (6) Pulling wheelbarrows and tug levers for the disposal of refuse.
- (7) Fixing tarpaulin on tipper lorries, as required, prior to departure to dumping site or transfer station.

- (8) Washing of plant and tools after use.
- (9) Helping in the changing of punctured tyres.
- (10) Performing 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.

Refuse Collectors (Roster) are expected to work on a roster basis or on at staggered hours, without payment of any extra remuneration.

APPENDIX II**Vacancies in the Municipal Council of Port Louis****2. Post of Handy Worker**

- A. QUALIFICATIONS :** Candidates should reside within the boundaries of the Municipal Council of Port Louis and should possess the Certificate of Primary Education.

Note 1: Possession of a goods vehicle licence is desirable.

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

- B. SALARY :** 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 a flat rate of Rs 7, 200 a month plus salary compensation at approved rates.

C. 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 listed above or related to the delivery of the output and results expected from Handy Worker 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.

APPENDIX III**Vacancies in the Municipal Council of Port Louis****3. Post of General Worker**

- A. QUALIFICATIONS :** Candidates should reside within the boundaries of the Municipal Council of Port Louis.

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

- B. SALARY :** The permanent and pensionable post carries salary in the scale of Rs 6,425 x 175 - 6,600 x 200 - 9,200 a month plus salary compensation at approved rates.

Appointment to the grade in a temporary capacity carries salary at a flat rate of Rs 6,425 a month plus salary compensation at approved rates.

C. DUTIES :

1. To sweep and weed parks, gardens, promenade, council premises, social halls, children's playground, nurseries, traffic islands streets, public places, public squares, commercial centres etc. within the local authority.
2. To carry out any excavation work is required in connection with any building, drainage work or any other work carried out by the Council (including removing, loading and carting away of excavated material).
3. To remove any material on roadsides, including loading and carting away.
4. To clear any Council land of shrubs, stones and other debris including leveling of same.
5. To assist in fixing decoration materials on Council properties and other public roads whenever necessary.
6. To assist in the creation of tubular frames, structures whenever required.

7. To assist in the loading and unloading of Council's vehicles whenever required.
8. To assist in moving any Council property whenever required.
9. To be responsible for opening and closing of social halls when required.
10. To clean halls and offices and municipal building including toilets (whenever required), landings, staircases, walls, venetian blinds, window panes, was basin, corridors, etc.
11. To do cleaning, weeding, watering and planting of grass and assist gardeners in their general duties.
12. To be responsible to the officer in charge for the keeping of furniture, books, tools, sundry goods found in the social hall and premises.
13. To load trailers or fill pits designed to collect gardens' refuse, dried leaves or mowed grass.
14. To run official errands and answer calls.
15. To report damages and repairs that need to be carried out in the sub-hall.
16. To perform any other cognate duties as may be assigned.