

**Local Government Service Commission Circular Note No. 82 of 2011**

**Vacancy for the post of Telephone Operator/Receptionist**

**Municipal Council of Port Louis**

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

Applications are invited from serving employees of the Municipal Council of Port Louis who wish to be considered for appointment as Telephone Operator/Receptionist in that Municipality.

The permanent and pensionable post carries salary in the scale of Rs 8400 x 200-10200 x 250 - 11700 x 300 - 13800 x 400 - 15000 x 500 - 16000 a month plus salary compensation at approved rates.

Appointment to the post in a temporary capacity carries salary at the flat rate of Rs. 8400 a month plus salary compensation at approved rates.

**2. Qualifications :**

Candidates should possess--

- (i) *the Cambridge School Certificate or an alternative qualification acceptable to the Local Government Service Commission;*
- (ii) *the ability to express oneself clearly in English and French;*
- (iii) *good hearing and a pleasant voice.*

**Note 1:** *Experience in the operation of a telephone switchboard would be an advantage.*

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

**3. Duties :**

- 1. (a) To operate a telephone switchboard (PABX) and to perform related clerical and other incidental duties.
- (b) To attend to telephone calls.

- (c) To report immediately any defect and to ascertain that repairs are effected promptly.
- (d) To ensure that the telephone system is properly maintained.
- (e) To effect control of telephone calls according to instructions.
- (f) To keep a proper record of all incoming and outgoing to telephone calls.
- (g) To provide information and assistance to the public calling at the office.

2. To perform any other cognate duties.

#### 4. **Mode of Application**

Qualified candidates should submit their applications:

(i) (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 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 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 Telephone Operator/Receptionist - Municipal Council of Port Louis”**

**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 **Wednesday 14 December, 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: 24 November, 2011**