

**Vacancy for the post of Usher/Prosecutor in the**  
**Local Government Service**

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

Applications are invited from qualified candidates who wish to be considered for appointment as Usher/Prosecutor in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 10,450 x 250 – 11, 700 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 22,000 a month plus salary compensation at approved rates.

Appointment to the post in a temporary capacity carries salary at the flat rate of Rs. 10,450 a month plus salary compensation at approved rates.

**2. Qualifications :**

*By selection from candidates possessing:-*

- A. *A Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings.*

Or

*Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education 'Ordinary Level' provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.*

*Note: Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.*

- B. *A Cambridge Higher School Certificate or passes in at least two subjects obtained on one Certificate at the General Certificate of Education "Advanced Level".*

- C. *Candidates should be computer literate.*

Or

*Equivalent qualification to A and B above acceptable to the Local Government Service Commission.*

*Note:*

- (1) *Qualification at A above should have been obtained prior to Qualification at B above.*
- (2) *Experience as Clerk in the office of an Attorney-at-Law or Notary Public is desirable.*

*Candidates should show proof of any experience claimed.*

- (3) *Usher/Prosecutor may be required to follow training courses in Prosecution duties.*

**3. Duties :**

1. To be responsible to the Head of the Finance Department through the Senior Usher/Prosecutor for:
  - (a) serving warrants, seizure/notices and reminders for rates, taxes, etc;
  - (b) serving attachments on tenants and obtaining from them a signed statement of amount due and rent payable.
  - (c) arranging for necessary press advertisements in cases of seizure and follow up with sale of goods;
  - (d) enquiring about complaints from ratepayers;
  - (e) attending transcription and mortgage office in Port Louis and ascertaining the real owners of properties before Court proceedings;
  - (f) attending Courts to represent the Council in cases concerning payment of rates, trade fees/fees, rents, etc. including the execution of judgment in nulla bona cases;
  - (g) following up in Government Gazette, cases of sales by levy and licitation of immovable properties in Local Authorities and submit relevant rate claims to the Attorney in charge of the sale;
  - (h) submitting list of debtors for rates, tenant's tax, fees and other charges issued by the Financial Controller/Head of Treasurer and Senior Financial Operation Officer to the District Usher for prosecution;

- (i) Initiating legal procedure under the instructions of the Council Attorney/Legal Adviser in case of arrears due;
  - (j) Carrying out surveys, reporting and follow up on any commercial, industrial, professional activities not on list of tenants;
  - (k) reporting on all cases of exemption claimed to be approved by the Council;
  - (l) liaising with the Council's Legal Adviser as may be appropriate;
  - (m) in cases of in forma pauperis, visiting places of ratepayers, interviewing them and submitting reports to the Finance Committee thereon;
  - (n) making entries in respect of payments in appropriate ledger every three months and submitting quarterly returns to Council;
  - (o) submitting quarterly report in respect of collection of revenue and recovery of debt.
  - (p) helping to trace exact addresses of owners of properties of the Town.
2. To perform prosecution duties.
  3. To execute all summons and orders issued in relation to any offence against a law relating to Urban/Rural Authority or an offence under the weights and Measures Act committed within the limits of the Township/District Council Area.
  4. To perform word processing and other basic ICT functions.
  5. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbents to the roles ascribed to them according to their postings.

#### 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 any Local Authority.

(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 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 :-

**“Post of Usher/Prosecutor, Local Government Service”**

## 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 Monday 19 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: 29 November, 2011**