

Local Government Service

Vacancies in the grade of Clerical Officer/Higher Clerical Officer

(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 Clerical Officer/Higher Clerical Officer in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 9600 x 200 – 10,200 x 250 – 11,700 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 16,600 a month plus salary compensation at approved rates.

Appointment in a temporary capacity will carry salary at the flat rate of Rs 9600 a month plus salary compensation at approved rates.

2. Qualifications :

By selection from candidates possessing: -

- A. (a) The Cambridge School Certificate with credit in five subjects including English Language, French Language and Mathematics or Principles of Accounts obtained at not more than two sittings; or
- (b) 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 or
- (c) An equivalent qualification acceptable to the Local Government Service Commission.

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" or an equivalent qualification acceptable to the Local Government Service Commission.
- C.** Candidates should be Computer Literate.

Note: Qualification at A above should have been obtained prior to qualification at B above.

Candidates should have good communication and interpersonal skills and good working attitude and should produce written evidence of experience/knowledge claimed.

3. Age Limit: -

Candidates should have reached their 18th birthday and, unless already in the Local Government Service/Government Service/Approved Service should not have reached their 40th birthday by the closing date for the submission of applications.

- 4. Duties:** 1. To perform duties of a clerical nature such as: -
- (a) the preparation, scrutiny and processing of straightforward documents, records, etc;
 - (b) the preparation of simple documents subject to check;
 - (c) arithmetical work;
 - (d) registry work;
 - (e) simple finance, establishment and stores work under supervision;
 - (f) the drafting of replies or simple correspondence, usually in the type of stock form letters or printed replies sent under general instructions;
 - (g) simple data entry and updating of information in a computer system, as and when required.
 - (h) to carry out pay and cashier duties, as and when required.
 - (i) to perform microfilming;

- (j) to operate modern office equipment such as telefax machine, electronic photocopying machine, etc.
 - (k) to perform word processing and other basic ICT functions.
 - (l) to carry out simple research/site visits in connection with official documents and the preparation of simple reports; and
 - (m) to keep records regarding documents, books, magazines, etc, of the Council and to assist users by providing relevant information, whenever required.
2. To control a small Section of the Council.
 3. To guide members of the Public in Council as and when required.
 4. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and result expected from incumbents in the roles ascribed to them according to their posting.

5. **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 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 Local Government Service Commission at the above mentioned address.

Note 2: Prospective candidates willing 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 Clerical Officer/Higher Clerical Officer, Local Government Service"

6. 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 **24 March , 2010**.

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: 09 March, 2010