

**Local Government Service**  
**Vacancy for the Post of Infant School Teacher**  
**Municipality of Quatre Bornes**

Applications are invited from qualified candidates who reside within the boundaries of the Municipality of Quatre Bornes and who wish to be considered for appointment as Infant School Teacher in that Municipality.

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. Appointment in a temporary capacity carries salary at the flat rate of Rs 8,600 a month.

2. **Qualifications :**

Candidates should possess:.

- (i) *The Cambridge School Certificate.*
- (ii) (a) *Either a Certificate in Pre-Primary Education from a recognized institution.*

Or

*Having successfully followed an approved two-year course in Pre-Primary Education run by a recognized institution.*

AND

- (b) *At least two years' teaching experience in Pre Primary Education acquired after completion of the approved course in the related field.*

**NOTE :** *Consideration will also be given to candidates not possessing the Cambridge School Certificate but who possess passes in at least five subjects at the General Certificate of Education "O" Level and reckon five years' teaching experience in Pre Primary Education acquired after completion of the approved course in the related field.*

Or

*Equivalent qualifications acceptable to the Local Government Service Commission.*

### 3. Age Limit

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

### 4. Duties :

1. To teach and help children to develop their physical, mental, social and emotional potentialities;
2. To keep a registrar of attendance of pupils;
3. To keep individual case histories and children's files and effect follow up where necessary;
4. To keep up-to-date note of work performed and submit monthly report of topics covered to the teacher in charge;
5. To help in the organization of exhibitions on children's work or theme and children's parties;
6. To assist the teacher in charge to prepare annual, trimestrial and daily activities of the school;
7. To assume full responsibilities of the running of the school during the absence of the teacher in charge and to ensure the proper running of the Kindergarten.
8. To be punctual, gentle and patient with children.
9. To receive children in the morning, look after them in the recreation and make sure that they leave the premises safely after school hours.
10. To attend meetings and seminars whenever required;
11. To work in close collaboration with parents and organise and run parents' meeting;
12. To help parents in the filling of forms of admissions;
13. To collect monthly fees and remit them to the officer concerned and to take steps to recover or otherwise of arrears;
14. To maintain discipline and order among infants during working hours.

15. 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 in the roles ascribed to them according to their postings.

## 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 the Municipality of Quatre Bornes.

- (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 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 Infant School Teacher – Municipality of Quatre Bornes"**

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 3.30 p.m on **18 September, 2009**.

**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 may 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: 04 September, 2009**