

Local Government Service Commission Circular Note No. 24 of 2013

Vacancy for the post of Foreman

Municipal City Council of Port Louis

Applications are invited from serving Tradesmen/Gangmen of the Municipal City Council of Port Louis who wish to be considered for appointment as Foreman in that Council.

The permanent and pensionable post carries salary in the scale of Rs 15 350 x 350 – 16 050 x 450 – 18 300 x 600 – 19 500 x 750 – 24 000 a month.

Appointment in the grade in a temporary capacity carries salary at the flat rate of Rs 15 350 a month.

2. Qualifications :

By selection from among Tradesmen/Gangmen possessing :-

- (a) the Certificate of Primary Education;*
- (b) at least a Trade Test Certificate;*
- (c) appropriate skills to lead and supervise workers performing different kind of trade;*
- (d) having at least 8 years' service as Tradesman/Gangman.*

Note : Proven knowledge of different trades would constitute an advantage.

3. Duties :

1. To be responsible for the work of a section and/or other sections.
2. To be responsible for the deployment, control and performance of workers under his responsibility.
3. To report absences and/or other occurrences regarding staffing to his immediate supervisor.
4. To report any grievances, occurrences and abnormalities or otherwise.
5. To write and submit reports, technical or otherwise in the official language.
6. To assist in costing operations and preparing estimates.
7. To keep an inventory of loose tools issued to workers and to arrange for the security of unused materials on sites of work.
8. To be responsible for the preparation of time sheets, keeping of books and the updating of books or other documents on site.

9. To keep the Record Book of materials.
10. To instruct workers on the use of the appropriate dosage of materials in the execution of works.
11. To perform any other cognate duties.

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 City 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 following address: <http://lgsc.gov.mu>

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 1300 hours 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 be made as far as possible by e-mail.

- (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 Foreman –Municipal City 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 15.00 p.m on **Tuesday 09 July 2013**.

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 : 19 June 2013

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