

**LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO. 29 OF 2015**

**Vacancy for the post of Workshop Supervisor**

**Local Government Service**

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

Applications are invited from qualified officers in the grades of Foreman, Overseer and Chief Tradesman of the Local Government Service who wish to be considered for appointment as Workshop Supervisor in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 20075 x 600 - 20675 x 750 - 29675 a month plus salary compensation at approved rates.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 20075 a month plus salary compensation at approved rates.

**II. QUALIFICATIONS:**

By selection from officers in the grades of Foreman, Overseer and Chief Tradesman working in the Mechanical Workshop, reckoning at least two years' service in the grade and

- (i) possessing at least a Certificate of Primary Education;
- (ii) holding a certificate or proof of having followed a relevant vocational course; and
- (iii) having passed the appropriate trade test conducted by a recognized institution.

or

equivalent qualification acceptable to the Local Government Service Commission.

**NOTE:**

- 1. The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.**
- 2. Candidates should enclose photocopies of their National Identity Card, academic/technical qualifications and where applicable, equivalence of qualification and relevant documentary evidence of experience claimed.**

### III. DUTIES

1. To assist in the day to day administration of the Mechanical workshop;
2. To ensure that appropriate records system are kept for :-
  - (i) vehicles referred to Workshop;
  - (ii) repairs to be effected;
  - (iii) progress of works;
  - (iv) spare parts and materials used;
  - (v) job and time allocation for each operation; and
  - (vi) job cards, tally cards etc.
3. To ensure that vehicles of Council are duly registered, insured and have valid fitness certificates as and when required.
4. To ensure that the quality and output of work are of required standard and the works are promptly dealt with.
5. To be responsible for safekeeping, maintenance and proper use of all tools, plants and equipment in the workshop.
6. To prepare estimates of costs and to submit progress reports .
7. To ensure that, unauthorized persons/vehicles do not have access to the workshop.
8. To ensure that all workers comply to all safety measures and precautions.
9. To ensure that the garage and tools used are kept tidy and clean.
10. To report on a regular basis breakdown of equipment.
11. To supervise and train subordinate staff working under his supervision.
12. To prepare specifications for quotations/tenders for the purchase of tools, plants and equipment, major repairs which cannot be effected in the workshop.

13. To perform any other cognate duties as may be assigned.

#### IV. 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.govmu.org](http://lgsc.govmu.org) or through the Government Citizen Portal at [http:// citizen.govmu.org](http://citizen.govmu.org);

**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 application online may also call on weekdays either at the seat of the Local Government Service Commission from 13 00 to 15 00 hours or at any Local Authority during the prescribed hours where such facilities are offered free of charge.

(ii) Candidates are encouraged to submit their applications online.

(iii) 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 respective Responsible Officer, who will forward it to the Commission within a week after the closing date.

(iv) Candidates are advised to read carefully the **“NOTES AND INSTRUCTIONS TO CANDIDATES”** before filling in the application form.

(v) The envelope should be clearly marked on the top left-hand corner :-

**“Post of Workshop Supervisor, Local Government Service”**

V. **CLOSING DATE**

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side **not later than 15 00 hours on Thursday 23 April, 2015.**

**IMPORTANT**

- (i) *Qualifications and equivalence of 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 not be considered.*
- (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 : 03 April, 2015**