

**LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO. 7 OF 2017**

**Vacancy for the post of Overseer**  
**Municipal Town Council of Quatre Bornes**

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

Applications are invited from among serving employees of the Municipal Town Council of Quatre Bornes who wish to be considered for appointment as Overseer in that Council.

The permanent and pensionable post carries salary in the scale of Rs12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075 a month plus salary compensation at approved rates.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 12750 a month plus salary compensation at approved rates.

**II. QUALIFICATIONS:**

By selection from among employees of the Municipal Town Council of Quatre Bornes holding a substantive appointment and who:

- (i) possess the Certificate of Primary Education; and
- (ii) reckon at least 10 years' service.

**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/knowledge claimed.**

**III. DUTIES:**

- 1. To be responsible for:
  - (a) the register and control of attendance of employees in the sections concerned;
  - (b) the receipt and issue of materials;
  - (c) the safe custody of tools and records;
  - (d) the making of entries in record book;
  - (e) the preparation of simple estimates, bills, payments, monthly returns, etc;
  - (f) routine work inspections for report on the conditions of roads, drains, plants, tools and water and electricity supplies, parks and gardens, stadium, swimming pools and sports grounds;

- (g) the supervision of workers on sites of works as well as the planning and coordination of the work assigned to the workers including Gardeners, General Workers, Handy Workers;
  - (h) the maintenance of all public parks, gardens, children playgrounds, public places and green belts, swimming pools;
  - (i) the supervision of all pruning, fumigation and other agricultural/horticultural process;
  - (j) the supervision of works in stadium, sports grounds, drains and roads and of landscaping, creation and improvement of public parks and gardens and weeding and chemical spraying.
  - (k) the keeping of a proper record of telephone calls made from any garden or area under his supervision/control; and
2. To perform such 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.

#### 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.  
  
**or**
  - (b) online through the website of the Local Government Service Commission at <http://lgsc.govmu.org> or through the Government Citizen Portal at <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 applications 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 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 Overseer – Municipal Town Council of Quatre Bornes ”**

**V. CLOSING DATE:**

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side not later **than 15 00 hours on Tuesday 31 January, 2017.**

**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 :*
  - (a) *not to make any appointment following this advertisement; and*
  - (b) *to convene only the best qualified candidates for interview.*

**Date : 18 January, 2017**

**Local Government Service Commission,  
Louis Pasteur Street,  
FOREST SIDE**