

LOCAL GOVERNMENT SERVICE COMMISSION

Vacancies for the post of Safety & Health Officer/Senior Safety & Health Officer Local Government Service

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

Applications are invited from qualified candidates who wish to be considered for appointment as Safety & Health Officer/Senior Safety & Health Officer in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325 a month plus salary compensation at approved rates.

Appointment to the post in a temporary capacity carries salary at the flat rate of Rs 19575 a month plus salary compensation at approved rates.

2. Age Limit

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

3. Qualifications:

- A. (a) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics 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 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.

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”.
- C. The Diploma in Occupational Health & Safety of the University of Mauritius.

OR

Equivalent qualifications to A, B and C above acceptable to the Local Government Service Commission.

- D. Candidates should be computer literate.

Experience in the field of occupational health and safety is desirable.

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

Candidates should produce written evidence of experience claimed.

NOTE 1: The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.

NOTE 2: Candidates should enclose photocopies of their National Identity Card and academic/professional qualifications and where applicable, relevant documentary evidence of experience claimed.

NOTE 3: Candidates may be requested to submit a Character Certificate.

4. Duties :

1. To be responsible to the Chief Executive.
2. To advise on all matters relating to safety and health measures at the local authority.
3. To plan, elaborate and implement adequate safety and health measures;
4. To ensure compliance with legislation related to occupational safety and health.
5. To inspect all places of work within the Local Authority, assess all risks and make recommendations thereon.

6. To design, plan, implement and evaluate training programmes aimed at meeting the requirements of occupational safety and health legislation in force.
7. To audit and review any safety and health measures and procedures to ensure occupational safety and health.
8. To investigate any occupational accident and recommend on measures to prevent its occurrence.
9. To act as Secretary to Committees concerning safety and health matters.
10. To perform such other duties as provided for in Occupational Safety, Health and Welfare legislation.
11. To perform all IT related duties.
12. 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 any Local Authority.

(b) **Or**

online through the website of the LGSC 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 LGSC at 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 1300 hours to 1500 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 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.

- (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 Safety & Health Officer/Senior Safety & Health Officer –
Local Government Service**

6. Closing Date

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side so as to reach him **not later than 1500 hours on Monday 11 September 2017.**

IMPORTANT

- (i) *Qualifications/equivalence of qualifications obtained after the closing date and time will not be accepted. Only qualified candidates 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*
 - (a) *not to make any appointment following this advertisement; and*
 - (b) *to convene only the best qualified candidates for interview.*

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

Date: 29 August 2017