

**Local Government Service Commission Circular Note No. 5. of 2018**

**Vacancy for the Post of Committee Clerk**

**Local Government Service**

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

Applications are invited from among officers in the grades of Management Support Officer, Clerical Officer/Higher Clerical Officer, Clerk/Word Processing Operator, Word Processing Operator and Senior Word Processing Operator of the Local Government Service who wish to be considered for appointment as Committee Clerk in the Local Government Service.

The permanent and pensionable post carries salary in the scale Rs 18825 x 375 - 19575 x 475 - 21950 x 625 - 23200 x 775 - 32500 x 925 - 33425 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 18825 a month.

**II. QUALIFICATIONS:**

By selection from among serving officers in the grades of Management Support Officer, Clerical Officer/Higher Clerical Officer, Clerk/Word Processing Operator, Word Processing Operator and Senior Word Processing Operator who possess either a Certificate in typewriting with at least 30 words per minute or an appropriate Certificate in Word Processing/Data Processing from a recognized institution.

**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 qualifications and relevant documentary evidence of experience claimed.**

**III. DUTIES:**

1. To issue convocation letters, take down notes at meetings and draft minutes of proceedings of these meetings.
2. To ensure that decisions taken at meetings are promptly communicated to Heads of Department.
3. To keep a proper index of meetings, minutes and decisions.
4. To draft and type all correspondence and papers relating to meetings.

5. To obtain from Heads of Department, items to be included in the agenda of meetings.
6. To ensure that all documents and reports are received in time for submission to members attending meetings.
7. To ensure that the committee room is clean and tidy and tables and chairs etc. are properly placed.
8. To arrange site visits at the request of members.
9. To supervise the binding of the Council booklet etc.
10. To perform word/data processing and other basic ICT functions.
11. 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 posting.

**Note: Committee Clerks are expected to work on a roster basis or at staggered hours.**

#### **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>** 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 the above-mentioned address.

**Note 2:** Prospective candidates willing to submit their application online may also call during weekdays **either** at the seat of the Local Government Service Commission from 1.00 pm to 3.00 pm **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 Committee Clerk, Local Government Service”**

**V. CLOSING DATE**

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side **not later than 3.00 pm on Tuesday 16 January 2018**.

**IMPORTANT**

- (i) *Qualifications/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.*

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

**Date: 3 January 2018**