

Local Government Service Commission Circular Note No. 36 of 2018

**VACANCY FOR THE POST OF SUPERVISOR, REFUSE COLLECTION (ROSTER)
MUNICIPAL TOWN COUNCIL OF VACOAS/PHOENIX**

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

Applications are invited from serving employees of the Municipal Town Council of Vacoas/Phoenix who wish to be considered for appointment as Supervisor, Refuse Collection (Roster) in that Municipal Town Council.

The permanent and pensionable post carries salary in the scale of Rs 13270 x 260 - 14050 x 275 - 15150 x 300 - 15750 x 325- 17700 x 375 - 19575 x 475 - 21950 x 625 - 23200 x 775 - 28625 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 13270 a month.

2. QUALIFICATIONS

By selection from among serving employees of the Municipal Town Council of Vacoas/Phoenix holding a substantive appointment in the grades of:-

- (i) Driver/Scavenging Supervisor (Roster);
- (ii) Field Supervisor (Scavenging) (Roster); and
- (iii) Refuse Collector (Roster) reckoning at least 20 years` service in refuse collection in the Local Government Service and who possess the Certificate of Primary Education.

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, academic/technical qualifications and, where applicable, relevant documentary evidence of experience claimed.

Note 4: Candidates are informed that they may be outposted to any sub office of the Local Authority.

3. DUTIES

1. To be responsible to the Officer-in-Charge, Health Department for:-
 - (a) registration and control of attendance of Refuse Collectors under his supervision and to report forthwith in writing any unauthorized absence.
 - (b) collection of all refuse in the region assigned to him and to ensure that the said refuse is transported safely to the transfer station and the team under his responsibility performs as many trips as necessary.

2. To supervise the removal of refuse systematically from each dustbin or refuse box or bags of all premises as well as the sweeping of roads in the respective region.
3. To closely monitor the work performed by each Refuse Collector in the section in order to avoid disruption of the refuse collection service.
4. To distribute work among the Refuse Collectors and maintain discipline at the different sites of work.
5. To ensure that all the labour force under his control/supervision are engaged upon allocated works as directed and according to norms and standards in force as appropriate.
6. To keep simple records of the daily work done and to submit a weekly report in writing on the work performed by his team.
7. To ensure that all Refuse Collectors under his control wear the protective equipment issued to them while on duty.
8. 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.

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 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 wishing to submit their applications online may also call on weekdays either at the seat of the Local Government Service Commission from 1300 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 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 Supervisor, Refuse Collection (Roster),
Municipal Town Council of Vacoas/Phoenix”**

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 3.00 p.m. on Thursday 12 July 2018**.

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 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: 29 June 2018