

**LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO.26 OF 2018**

**VACANCY FOR THE POST OF NURSERY MATRON  
LOCAL GOVERNMENT SERVICE**

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

Applications are invited from qualified officers in the grade of Assistant Nursery Matron who wish to be considered for appointment as Nursery Matron in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 15150 x 300 - 15750 x 325 - 17700 x 375 - 19575 x 475 - 21950 x 625 - 23200 x 775 - 29400 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 15150 a month.

**II QUALIFICATIONS:**

By selection from among officers in the grade of Assistant Nursery Matron reckoning at least five years' experience in the grade and possessing:

A. A Certificate in Baby Care/Puericulture or Early Childhood Development;

Or

A Certificate of Attendance in the Foundation Course for Child Day Caregivers from the Mauritius Institute of Education.

B. A Certificate of Proficiency in Early Childhood Programme from the Mauritius Institute of Education.

Or

Equivalent qualifications acceptable to the Local Government Service Commission.

**NOTE:**

- 1. Assistant Nursery Matron in post as at 30 June 2011 who do not possess the qualifications at B above will be considered provided they reckon 10 years' experience in the grade.**
- 2. The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.**
- 3. 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 be responsible to the Head of Department or his representative for the proper running of the services under her responsibility and particularly for:
  - (a) the general management and upkeeping of the Nursery and the organisation of work of staff;
  - (b) the provision of all necessary services regarding the safe custody of babies and sound baby care;
  - (c) ensuring safe and healthy environment so as to respond to emergencies;
  - (d) maintaining discipline among the staff;
  - (e) controlling by way of a stock book the stock of provisions of the Nursery and submitting demands for replenishment every month to the Officer-in-Charge;
  - (f) collecting from parents of babies attending the nursery, the admission fees payable (if any) and issuing receipts for same;
  - (g) keeping a petty cash book in respect of all expenses paid by petty cash and submitting statements of these expenses;
  - (h) ensuring that all equipment and furniture in the nursery are in good order as listed in the inventory list and reporting on any repairs to be effected; and
  - (i) attending any training session/seminars/refresher course in connection with Child Care and Welfare as and when required.
2. To perform any 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.

### 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:** (i) 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 hours 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 Nursery Matron - 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 Monday 21 May 2018**.

**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.*

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

**Date: 8 May 2018**