Applications are invited from among serving employees of the Municipal Town Council of Vacoas/Phoenix who wish to be considered for appointment as Stores Attendant in that Municipal Town Council.

The permanent and pensionable post carries salary in the scale of Rs 11200 x 250 – 11450 x 260 - 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 11,200 a month.

II. QUALIFICATIONS

By selection from among serving employees of the Municipal Town Council of Vacoas/Phoenix possessing the Certificate of Primary Education.

Note 1: The onus for the submission of equivalence of qualification and recognition of institution (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of Equivalence Certificate, as appropriate, by the closing date.

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

Note 3: Candidates are informed that they may be outposted to any sub office of the Local Authority.

III. DUTIES

1. To count, to weigh or measure, to classify and to issue goods, materials or other articles received.
2. To keep the stores premises clean and tidy.
3. To dispatch correspondence.
4. To help unloading articles received from suppliers whenever necessary.
5. To attend deliveries of materials on site of work whenever necessary.
6. To cut cloth for uniforms material and issue same.
7. To rebag and stamp cement bags.
8. To compile daily transaction papers in batches.
9. To perform other cognate duties.
IV. MODE OF APPLICATION

(i) Qualified candidates should submit their applications:

(a) Either on LGSC Form 7a 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 7a) are also available on the website of the LGSC at the following address: http://lgsc.govmu.org.

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 1.00 p.m. to 3.00 p.m. 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 Stores Attendant - Municipal Town Council of Vacoas/Phoenix”

V. 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 Monday 19 August 2019.

IMPORTANT

(i) Qualifications/equivalence of qualifications and recognition of institution obtained after the closing date will not be accepted. Only qualified persons should apply.
Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition.

Applications not made on the prescribed form will not be considered.

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.

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: 6 August 2019