

LOCAL GOVERNMENT SERVICE COMMISSION
Vacancies in manual grades in the District Council of Moka

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

Applications are invited from qualified persons residing within the boundaries of the District Council of Moka who wish to be considered for appointment in that District Council for the following posts:

- (i) Handy Worker
- (ii) Refuse Collector (Roster)
- (iii) Handy Worker (Special Class)
- (iv) Burial Ground Attendant (Roster)

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 **48th** birthday by the closing date for the submission of applications.

3. SALARIES, QUALIFICATIONS AND DUTIES

Salaries, qualifications and duties for the above-mentioned posts are given in the Appendices.

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 willing 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 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 post applied for should be clearly indicated on the top left-hand corner of the envelope:-

“Vacancies in manual grades in the District Council of Moka”

5. CLOSING DATE

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side **not later than 3.00 p.m. on Thursday 12 November, 2015**.

IMPORTANT

- (i) *Applicants should state their personal residential address on their application form. Applications bearing the postal address of another person will neither be acknowledged nor taken into consideration.*
- (ii) *Candidates who apply for more than one post should fill in only one application form and attach thereto a list indicating clearly, in order of preference, the posts for which they would wish to be considered.*
- (iii) *Qualifications/equivalence of qualifications obtained after the closing date will not be accepted. Only qualified persons should apply.*
- (iv) *Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition.*
- (v) *Applications not made on the prescribed form will not be considered.*
- (vi) *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.*
- (vii) *The Commission reserves the right not to make any appointment following this advertisement.*

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

Date: Thursday 29 October, 2015

LOCAL GOVERNMENT SERVICE COMMISSION

POST OF HANDY WORKER
DISTRICT COUNCIL OF MOKA

SALARY :

The permanent and pensionable post carries salary in the scale of Rs 9450 x 225 - 9675 x 250 - 13675 x 300 - 15475 x 350 - 16175 a month plus salary compensation at approved rates.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 9450 a month plus salary compensation at approved rates.

QUALIFICATIONS:

"By selection from candidates residing within the boundaries of the District Council of Moka who possess the Certificate of Primary Education."

Note 1 : Possession of a goods vehicle licence is desirable.

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

Note 3: Candidates may be required to submit a Character Certificate.

DUTIES :

1. To clean, disinfect and maintain offices, cloakrooms, toilets, drains, gutters, parks, gardens, promenades, social halls, yards, playgrounds, children's playgrounds, nurseries, public places, garages, stores, etc and nearby surroundings in a healthy condition.
2. To clean and carry out simple maintenance of machines, vehicles and equipment and to report any defect or irregularity.
3. To be responsible to the Officer-in-Charge for the keeping of furniture, books, tools and sundry items found in social halls and to be in attendance at premises/workshops during office hours including during normal lunch break.
4. To be in charge of the children's playground during opening hours and ensure that rules and regulation governing the children's playground, including indoor games and leisure activities are adhered to.

5. To open/close gates and premises at the stipulated time, control entry traffic and be responsible for the safe-keeping of keys.
6. To report on damages and repairs that need to be carried out to the premises.
7. To handle, carry, pack, load and unload, including from lorries and other vehicles, place and arrange materials and other store items on shelves and to maintain them clean and in order and to also exercise great care when handling fragile and perishable goods.
8. To assist the Driver in the proper manoeuvring of his vehicle and in the transportation of goods and materials.
9. To perform regular washing, cleaning and other ancillary works associated with day-to-day running of vehicles and to hook and unhook metal basket on shelf loader.
10. To accompany lorries and assist in case of breakdown including removal and mounting of tyres.
11. To assist in the erection of tubular frames, structures and moving any Council property whenever required.
12. To run official errands, including the dispatch of correspondence, forms and materials and answer to telephone calls.
13. To operate a lawn mower in accordance with the prescribed safety measures.
14. To destroy and dispose of pest and waste.
15. To do weeding and planting work.
16. To remove and clear obstructive matters in discharge pipe, manhole and traps.
17. To read meters and gauges.
18. To undertake the mixing and grading of materials.
19. To attend to visitors.
20. 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 Handy Workers in the roles ascribed to them according to their postings.

NOTE: Handy Workers may be required to work on a roster basis or during staggered hours without payment of any extra remuneration.

LOCAL GOVERNMENT SERVICE COMMISSION

POST OF REFUSE COLLECTOR (ROSTER)
DISTRICT COUNCIL OF MOKA

SALARY:

The permanent and pensionable post carries salary in the scale of Rs 10175 x 250 – 13675 x 300 – 15475 x 350 – 17225 a month plus salary compensation at approved rates.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 10175 a month plus salary compensation at approved rates.

QUALIFICATIONS:

“By selection from candidates residing within the boundaries of the District Council of Moka.”

Note 1: *Candidates should enclose photocopies of their National Identity Card and academic/technical qualifications and where applicable, documentary evidence of experience claimed.*

Note 2: *Candidates may be required to submit a Character Certificate.*

DUTIES :

- (1) Removal of all types of refuse from private premises, wastelands, trade and industrial premises, commercial areas, market, fair and public places.
- (2) Cleansing and proper sweeping of streets, public squares, thoroughfares, gutters, canals, streams etc.
- (3) Removal of :
 - (a) dead animals;
 - (b) posters affixed illegally as well as banners; and
 - (c) debris causing obstruction on roads.
- (4) Disposal of refuse at the dumping ground, performing controlled tipping there and leveling the refuse.
- (5) Loading of all types of refuse on Council vehicles.
- (6) Pulling wheelbarrows and tug levers for the disposal of refuse.

- (7) Fixing tarpaulin on tipper lorries, as required, prior to departure to dumping site or transfer station.
- (8) Washing of plant and tools after use.
- (9) Helping in the changing of punctured tyres.
- (10) Performing 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.

Note: Refuse Collectors (Roster) are expected to work on a roster basis or at staggered hours without extra remuneration.

LOCAL GOVERNMENT SERVICE COMMISSION
POST OF HANDY WORKER (SPECIAL CLASS)
DISTRICT COUNCIL OF MOKA

SALARY :

The permanent and pensionable post carries salary in the scale of Rs 9925 x 250 – 13675 x 300 – 15475 x 350 – 16875 a month plus salary compensation at approved rates.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 9925 a month plus salary compensation at approved rates.

QUALIFICATIONS:

“By selection from candidates residing within the boundaries of the District Council of Moka who possess the Certificate of Primary Education.”

***Note 1:** Candidates should enclose photocopies of their National Identity Card and academic/technical qualifications and where applicable, documentary evidence of experience claimed.*

***Note 2:** Candidates may be required to submit a Character Certificate.*

DUTIES :

Public Infrastructure Department

1. To report any damage as well as repairs /improvement that need to be carried out in respect of both building and equipment, particularly after the passage of a cyclone or other natural disasters.
2. To be available at, control access to and take charge, control the use and keep watch of the premises during business hours/official functions.
3. To keep an occurrence book and make entries therein as appropriate.
4. To perform general Caretaker/Attendant duties.
5. To keep watch on sites when and where necessary until the arrival of the Security Guard.
6. To effect simple repairs and maintenance/improvement of roads, bridges, drains, canals, reservoirs, pipelines, public fountains, absorption pits, fences and equipment, etc.

7. To deliver fuel and oil to vehicles.
8. To execute works in accordance with specifications or instructions related to the preparation of the ground, the successive laying of stones and crushed stone aggregates and the application of bitumen (cold/hot) process for the maintenance, improvement or construction of roads, drains, bridges, etc.
9. To load all materials required on dumpers or any appropriate vehicle from stock on site or off site and to unload those materials at locations as may be required.
10. To execute any works connected with the marking and maintenance of roads and other surfaces such as digging, tripping leveling, cleaning, tarring, etc.
11. To mark sports, grounds and pitches, including tracks and to move posts.
12. To remove obstructing materials on roads, streets, highways, etc as and when required.
13. To remove all obstructive matters in discharge pipes, manholes and traps.
14. 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 posting.

NOTE: *Handy Worker (Special Class) may be required to work at staggered hours/on a roster basis, on Saturdays, Sundays and Public Holidays without extra remuneration.*

Welfare Department

1. To be responsible for the :
 - (i) opening and closing of premises and for the collection, safekeeping and return of keys;
 - (ii) cleaning, care and general maintenance of premises, including offices, stores, classrooms, toilets, bathrooms, yard, etc;
 - (iii) opening and closing of public toilets as well as toilets within the Council's premises at the stipulated time and for their thorough cleansing and disinfection;
 - (iv) furniture, equipment, materials, kitchen utensils and other assets where posted as well as for their cleaning care and general maintenance;

- (v) custody, simple repairs and maintenance of all equipment, including lawn mower, fuel pump, concrete mixer apparatus, kits and accessories of the compressor.
- 2. To report any damage as well as repairs/improvement that need to be carried out in respect of both building and equipment, particularly after the passage of a cyclone or other natural disasters.
- 3. To be available at, control access to and take charge, control the use and keep watch of the premises during business hours/official functions.
- 4. To keep an occurrence book and to make entries therein as appropriate.
- 5. To run official errands, including the despatch of correspondence, forms and materials and the distribution of files and documents and answer to calls.
- 6. To operate, manoeuvre and maintain the concrete mixer apparatus, lawn mower and fuel pump apparatus.
- 7. To perform general Caretaker/Attendant duties.
- 8. To closely control the theatre entrances, especially during rehearsals and shows and assist in directing people to galleries (lodges) as and when required.
- 9. To be responsible for the custody of costumes and accessories as well as artists personal belongings.
- 10. To prepare meals as per the menu laid down/or as directed by the Nursery Matron/Assistant Nursery Matron and to help in the serving thereof.
- 11. To collect and remove all plates and dishes and to clean the kitchen, equipment and utensils.
- 12. To wash, dry and iron bedclothes, linen, tableclothes, nappies and clothes for babies.
- 13. To collect all cloth/clothing that has been left out to dry and to report anything missing to the Nursery Matron/Assistant Nursery Matron.
- 14. To report to the Nursery Matron/Assistant Nursery Matron any case of sickness that may be observed.
- 15. To clean bathrooms, chamber pots and flush toilets.

16. To control children playing outdoor games or engaged in leisure activities, enforce the rules and regulations governing the use of the playground, see to it that activities are carried out safely and in good order and report to the Head of Department/Police as appropriate any incident or misconduct on the part of members of the public.
17. To mow and upkeep all parks, gardens, roundabouts, public open spaces, beaches, green spaces, stadium grounds, social hall grounds, children playgrounds, sports grounds, etc.
18. To cut and trim hedges, vegetation and wastelands, lop branches and spread fertilizers whenever necessary.
19. 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 posting.

NOTE: *Handy Worker (Special Class) may be required to work at staggered hours/on a roster basis, on Saturdays, Sundays and Public Holidays without extra remuneration.*

LOCAL GOVERNMENT SERVICE COMMISSION
POST OF BURIAL GROUND ATTENDANT (ROSTER)
DISTRICT COUNCIL OF MOKA

SALARY:

The permanent and pensionable post carries salary in the scale of Rs 10175 x 250 - 13675 x 300 - 15475 x 350 - 17225 x 450 - 17675 a month plus salary compensation at approved rates.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 10175 a month plus salary compensation at approved rates.

QUALIFICATIONS:

"By selection from candidates residing within the boundaries of the District Council of Moka."

Note 1: *Candidates should enclose photocopies of their National Identity Card and academic/technical qualifications and where applicable, documentary evidence of experience claimed.*

Note 2: *Candidates may be required to submit a Character Certificate.*

DUTIES :

1. To perform digging and re-opening of graves daily according to specifications and instructions of the Inspectorate Staff of the Cemetery as often and as many as necessary.
2. To assist conducting of burials and back-fill graves.
3. To perform cleaning and weeding inside the cemetery and crematorium.
4. To attend work in emergency circumstances (bad weather, etc).
5. To be responsible for maintenance of tools and equipment.
6. To perform such other cognate duties as may be assigned.

NOTE : Burial Ground Attendants will be called upon to work on Sundays and Public Holidays if necessary on a roster basis or on staggered hours.