

LOCAL GOVERNMENT SERVICE COMMISSION
Vacancy for the Post of Sewing Teacher (Part-Time)
District Council of Grand Port

(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 Grand Port who wish to be considered for appointment as Sewing Teacher (Part-Time) in the District Council of Grand Port.

The selected candidate will draw an allowance of Rs 9745.

II. 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 **40th** birthday by the closing date for the submission of applications.

III. QUALIFICATIONS:

By selection from candidates residing within the boundaries of the District Council of Grand Port and who:

- (i) have obtained passes in at least 3 subjects at School Certificate level; and*
- (ii) possess a Certificate in Sewing and Embroidery from a recognised institution*

Or

Equivalent qualifications acceptable to the Local Government Service Commission

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 qualification and relevant documentary evidence of experience claimed.**
- 3. Candidates may be requested to submit a Certificate of Character.**

IV. DUTIES:

- 1. To run classes in sewing, embroidery and sometimes handicrafts at the Village Hall within prescribed time by the Council.**

2. To maintain discipline and order among pupils attending the sewing classes.
3. To keep attendance register of all pupils, report poor attendance and enquire thereon.
4. To make quarterly assessments on progress of work.
5. To conduct examinations both theoretical and practical in collaboration with the Supervisor, Sewing Classes at the end of the course.
6. To be responsible for the registration of pupils.
7. To sew buntings, flags, curtains etc. for the Council.
8. To keep all tools and equipment concerning the sewing.
9. To perform such other cognate duties directly related to the main duties listed above or related to the delivery of output and results expected from incumbents in the roles ascribed to them according to their posting.

V. 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 the District Council of Grand Port ;

(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 13 00 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 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 envelope should be clearly marked on the top left-hand corner :-

**“Post of Sewing Teacher (Part-Time),
District Council of Grand Port”**

VI. CLOSING DATE

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side **not later than 15 00 hours on Wednesday 22 November 2017.**

IMPORTANT

- (i) *Applicants should state their personal residential address on their application forms. Applications bearing the postal address of another person will neither be acknowledged nor taken into consideration.*
- (ii) *Qualifications and equivalence of qualifications obtained after the closing date will not be accepted. Only qualified persons should apply.*
- (iii) *Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition.*
- (iv) *Applications not made on the prescribed form will not be considered.*
- (v) *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.*
- (vi) *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: 9 November 2017