

LOCAL GOVERNMENT SERVICE COMMISSION

Vacancy for the Post of Welfare Officer

Local Government Service

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

Applications are invited from qualified candidates who wish to be considered for appointment as Welfare Officer in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 QB 38350 x 1225 – 39575 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 16400 a month.

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:

Candidates should possess:

- (i) A Cambridge School Certificate with credit in at least five subjects including English Language, French Language and Mathematics or Principle of Accounts obtained at not more than two sittings

Or

Passes not below Grade C in at least five subjects including English Language, French, Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

NOTE: Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one Certificate at the Cambridge Higher School Certificate Examinations.

- (ii) A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one Certificate at the General Certificate of Education "Advanced Level" or an equivalent qualification acceptable to the Local Government Service Commission.
- (iii) A Diploma in Social Work or Social Studies.

Or

An equivalent qualification acceptable to the Local Government Service Commission.

- NOTE:**
1. **Qualifications at (i) above should have been obtained prior to the qualification at (ii) above.**
 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/professional qualifications and where applicable, equivalence of qualification and relevant documentary evidence of experience claimed.**
 4. **Candidates may be requested to submit a Certificate of Character.**

IV. DUTIES:

1. To perform all duties relating to Welfare Services viz sports, housing community centres, TV cabins, kindergartens, nurseries children's playgrounds, theatres, art galleries, cinema, social halls and places of public entertainment etc.
2. To assist in the administration of the Welfare Department and to submit reports on activities under his responsibility.
3. To organize and conduct socio cultural and sports activities.
4. To supervise, allocate and maintain sports grounds.

5. To control furniture and equipment under his responsibility and those put at the disposal of the public.
6. To attend activities organized by the Council and attend meetings as directed.
7. To act as cyclone and other natural calamities officer.
8. To help organize receptions and any other public functions.
9. To make enquiries on persons and organizations and to effect house visits and report thereon.
10. To process all matters connected with scholarship.
11. To collect such fees as required.
12. To visit sites of work as required.
13. To be in charge of all sports equipment, cups and trophies purchased by the Council.
14. To be in charge of loan stores.
15. To process applications for the exemption from payment of entertainment tax.
16. To promote arts and crafts activities.
17. To initiate and stage regular exhibitions of the Art Gallery through regular contacts with artists.
18. To keep in safe custody paintings, equipment, etc at the Art Gallery.
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 postings.

NOTE 1: Staff of the Welfare Department is expected to work on a roster basis and/or at staggered hours.

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 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 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.

(iv) The envelope should be clearly marked on the top left-hand corner :-

**“Post of Welfare Officer-
Local Government Service”**

VI. CLOSING DATE

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side **not later than 15 00 hours on Monday 27 November 2017.**

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.*
- (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 : 14 November 2017