

## LOCAL GOVERNMENT SERVICE COMMISSION

### Vacancy for the Post of Committee Clerk in the 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 Committee Clerk in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 18825 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 33425 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 18825 a month.

#### **I. AGE LIMIT:**

Candidates should have reached their 18<sup>th</sup> birthday and, unless already in the Local Government Service/Public Service/Approved Service should not have reached their 40<sup>th</sup> birthday by the closing date for the submission of applications.

#### **II. QUALIFICATIONS:**

- A. A Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate or Passes not below Grade C in at least five subjects including English language, French and Mathematics or Principles of Accounts obtained on one certificate at the General Certificate of Education “Ordinary Level” or an equivalent qualification acceptable to the Local Government Service Commission.
- B. A Certificate in typewriting at a speed of at least 30 words a minute from a recognized institution.

Or

A Certificate in Word Processing/Data Processing from a recognized institution.

#### 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.

**Note 1: The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.**

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

**Note 3: Candidates may be requested to submit a Certificate of Character.**

### **III. DUTIES:**

1. To issue convocation letters, take down notes at meetings and draft minutes of proceedings of these meetings.
2. To ensure that decisions taken at meetings are promptly communicated to Heads of Department.
3. To keep a proper index of meetings, minutes and decisions.
4. To draft and type all correspondence and papers relating to meetings.
5. To obtain from Heads of Department, items to be included in the agenda of meetings.
6. To ensure that all documents and reports are received in time for submission to members attending meetings.
7. To ensure that the committee room is clean and tidy and tables and chairs etc. are properly placed.
8. To arrange site visits at the request of members.
9. To supervise the binding of the Council booklet etc.
10. To perform word/data processing and other basic ICT functions.
11. 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 incumbents in the roles ascribed to them according to their posting.

**Note: Committee Clerks are expected to work on a roster basis or at staggered hours.**

#### 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 Local Government Service Commission 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 Local Government Service Commission at the above-mentioned address.

**Note 2:** Prospective candidates willing to submit their application online may also call during weekdays either at the seat of the Local Government Service Commission from 1.00 pm to 3.00 pm 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 Committee Clerk, Local Government Service”**

#### V. CLOSING DATE

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side not later than 3.00 pm on Wednesday 28 March 2018.

**IMPORTANT**

- (i) *Qualifications/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: 15 March 2018**