

LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO 23 OF 2018

Vacancies for the Post of Attendant/Senior Attendant
Local Government Service

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

Applications are invited from qualified serving employees of the Local Government Service who wish to be considered for appointment as Attendant/Senior Attendant in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 11970 a month.

II. QUALIFICATIONS

A. By selection from among serving employees on the Permanent and Pensionable Establishment in the Local Government Service who possess a Cambridge School Certificate or have obtained passes on one certificate at the General Certificate of Education “Ordinary Level” 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 or an equivalent qualification acceptable to the Local Government Service Commission.

B. Candidates should:

- (i) be able to communicate in English and French;
- (ii) possess qualities such as reliability and trustworthiness;
- (iii) possess communication and interpersonal skills; and
- (iv) have the ability to work in a team.

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/professional qualifications and where applicable, equivalence of qualification and relevant documentary evidence of experience claimed.**

III. DUTIES

1. To assist the Head Attendant in the performance of his/her duties.
2. To plan, organize, supervise and control the work of employees under his/her responsibility where no Head Attendant is posted and to report to his immediate supervisor any problem or difficulty noted.
3. To collect keys and deposit same from/to Police Station/Police Post.
4. To open and close offices.
5. To run official errands, including the dispatch of correspondence, forms and materials and the distribution of files, documents and faxes.
6. To operate a telephone switchboard/PABX console, as and when required.
7. To ensure the timely dispatch of correspondence and documents.
8. To clean and maintain offices and premises/sites and physical environment of the Council at a good standard.
9. To ensure and enforce that regular checks are carried out regarding the use of TV set and any other equipment.
10. To ensure that all switch lights are turn off before leaving office.
11. To usher in/guide visitors to schedule officers and maintain a record of such visits, as and when required as well as directing people to official "boxes" (lodges).
12. To perform simple binding duties.
13. To operate office equipment such as duplicating, photocopying and fax machines.
14. To be in attendance at the reception counter of the Council as and when required.
15. To assist in the arrangement of furniture and equipment within the office premises.
16. To attend to official matters in response to "calls" or "bells".

17. To perform such other duties directly related to the main duties listed above or related to the delivery of output and results expected from Attendant/Senior Attendants in the roles ascribed to them according to their postings.

NOTE 1

Attendant/Senior Attendants will be required to work at staggered hours/on a roster basis without payment of any extra remuneration.

NOTE 2

In the absence of Head Attendant, the most senior Attendant/Senior Attendant may be required to assume responsibility for the organization of work and supervision and coordination of employees in the grade of Attendant/Senior Attendant.

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 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 application online may also call during 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 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 Attendant/Senior Attendant,
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 p.m. on Thursday 10 May 2018**.

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.*
- (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: 27 April 2018