

**Local Government Service Commission Circular Note No. 32 of 2018**

**VACANCY FOR THE POST OF FIELD SUPERVISOR  
MUNICIPAL TOWN COUNCIL OF QUATRE BORNES  
(Details of this advertisement are also available at <http://lgsc.govmu.org>)**

Applications are invited from among serving employees of the Municipal Town Council of Quatre Bornes who wish to be considered for appointment as Field Supervisor in that Municipal Town Council.

The permanent and pensionable post carries salary in the scale of Rs 14050 x 275 - 15150 x 300 - 15750 x 325 - 17700 x 375 - 19575 x 475 - 21950 x 625 - 23200 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 14050 a month.

**II. QUALIFICATIONS**

By selection from among employees of the Council reckoning at least five years' service in the Local Government Service and satisfying the following requirements:

- (a) Certificate of Primary Education
- (b) Satisfactory service
- (c) The ability to supervise workers and maintain discipline among them.

**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 academic/technical qualifications, their National Identity Card and where applicable, relevant documentary evidence of experience claimed.**

**Note 3: Candidates are informed that they may be outposted to any sub office of the Local Authority.**

**III. DUTIES**

1. To distribute work among the workers and maintain discipline among them at the different sites of work.
2. To control the works undertaken under his supervision, and to ensure that they are carried out according to norms and standards.

3. To make simple measurements and keep simple records of the work done.
4. To ensure that all the labour force under his control are engaged upon allocated works as directed and to report all unauthorized absences.
5. To keep an inventory of all the tools and materials issued to the workers under his supervision and to arrange for the safekeeping of the unused materials on the sites of works.
6. To prepare daily progress of work of his team of workers.
7. To see to it that no materials are left on site of work so as to cause obstruction and danger to traffic.
8. To ensure that traffic safety measures are respected on site of work.
9. To perform any cognate duties as may be assigned.

#### 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 wishing 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 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 Field Supervisor,  
Municipal Town Council of Quatre Bornes"**

**V. CLOSING DATE**

Qualified candidates should submit their applications to the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side so as to reach him **not later than 3.00 p.m. on Monday 4 June 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: 22 May 2018