

Local Government Service Commission Circular Note No. 44 of 2018

**VACANCY FOR THE POST OF TELEPHONE OPERATOR/RECEPTIONIST
MUNICIPAL TOWN COUNCIL OF QUATRE BORNES**

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

Applications are invited from serving employees of the Municipal Town Council of Quatre Bornes who wish to be considered for appointment as Telephone Operator/Receptionist in that Municipal Town Council.

The permanent and pensionable post carries salary in the scale of Rs 12490 x 260 -14050 x 275 - 15150 x 300 - 15750 x 325 - 17700 x 375 - 19575 x 475 - 21950 x 625 - 23200 x 775 - 25525 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 12,490 a month.

2. QUALIFICATIONS

A. By selection from among serving officers of the Municipal Town Council of Quatre Bornes who possess:

- (a) a Cambridge School Certificate with credit in English Language and French obtained at not more than two sittings or
- (b) passes not below Grade C in English Language and French 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 a 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
- (c) an equivalent qualification acceptable to the Local Government Service Commission.

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.

B. Candidates should be fluent in English and French

NOTE

- i. **The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of Equivalence Certificate, as appropriate, by the closing date.**

- ii. Candidates should enclose photocopies of their National Identity Card, academic/technical/professional qualifications and where applicable, equivalence of qualification and relevant documentary evidence of experience claimed.
- iii. Candidates may be outposted to any sub office of the Local Authority.

3. **DUTIES**

1. To operate a telephone switchboard (PABX) and to perform related clerical and other incidental duties.
2. To attend to telephone calls.
3. To report immediately any defect and to ascertain that repairs are effected promptly.
4. To ensure that the telephone system is properly maintained.
5. To effect control of telephone calls according to instructions.
6. To keep a proper record of all incoming and outgoing telephone calls.
7. To provide information and assistance to the public calling at the office.
8. To maintain a register for all visitors.
9. 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 postings.

4. **MODE OF APPLICATION**

Qualified candidates should submit their applications :

- (i) (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 Municipal Town Council of Quatre Bornes.

- (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 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 Telephone Operator/Receptionist,
Municipal Town Council of Quatre Bornes”**

V. CLOSING DATE

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side **not later than Thursday 13 September 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: 31 August 2018