

**LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO. 13 OF 2021**

**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 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 of employees of the Municipal Town Council of Quatre Bornes reckoning at least 5 years' service in the Local Government Service and satisfying the following requirements:

- (i) Certificate in Primary Education
- (ii) Satisfactory service
- (iii) The ability to supervise workers and maintain discipline among them.

**NOTE:**

- 1. Candidates should produce written evidence of experience claimed.**
- 2. Candidates should enclose photocopies of their National Identity Card and academic/technical qualifications.**
- 3. Applicants are informed that they may be outposted to any sub office of the Local Authority, and also, with the approval of the appropriate authority, to any other Local Authority where their services will be required.**

**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 on **LGSC Form 7a** which may be obtained either from the office of the Local Government Service Commission, Louis Pasteur Street, Forest Side or from any Local Authority.

**Note:** Details of this advertisement as well as the application for (LGSC Form 7a) are also available on the website of the LGSC at the following address:  
<http://lgsc.govmu.org>

- (ii) 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

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side **not later than 3.00 p.m on Wednesday 17 February 2021**

### **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: 04 February 2021**