

LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO. 39 OF 2023

**VACANCY FOR THE POST OF HANDY WORKER (SPECIAL CLASS)
MUNICIPAL TOWN COUNCIL OF QUATRE BORNES**

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

Applications are invited from qualified serving employees of the Municipal Town Council of Quatre Bornes who wish to be considered for appointment as Handy Worker (Special Class) in that Municipal Town Council.

The permanent and pensionable post carries salary in the scale of Rs 14225 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23025 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 14,225 a month.

2. QUALIFICATIONS

By selection from among employees on the Permanent and Pensionable Establishment of the Municipal Town Council of Quatre Bornes who possess the Certificate of Primary Education.

Note: In the absence of employees possessing the C.P.E., consideration will be given to employees who can show proof of being literate.

NOTE:

- 1: The onus for the submission of written evidence of experience claimed and equivalence of qualification and recognition of institution (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience claimed and Equivalence Certificate, as appropriate, by the closing date.*
- 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.*

3. **DUTIES**

Public Infrastructure Department

1. To report any damage as well as repairs/improvement that need to be carried out in respect of both building and equipment, particularly after the passage of a cyclone or other natural disasters.
2. To be available at, control access to and take charge, control the use and keep watch of the premises during business hours/official functions.
3. To keep an occurrence book and make entries therein as appropriate.
4. To perform general Caretaker/Attendant duties.
5. To keep watch on sites when and where necessary until the arrival of the Security Guard.
6. To effect simple repairs and maintenance/improvement of roads, bridges, drains, canals, reservoirs, pipelines, public fountains, absorption pits, fences and equipment, etc.
7. To deliver fuel and oil to vehicles.
8. To execute works in accordance with specifications or instructions related to the preparation of the ground, the successive laying of stones and crushed stone aggregates and the application of bitumen (cold/hot) process for the maintenance, improvement or construction of roads, drains, bridges, etc.
9. To load all materials required on dumpers or any appropriate vehicle from stock on site or off site and to unload those materials at locations as may be required.
10. To execute any works connected with the marking and maintenance of roads and other surfaces such as digging, tripping leveling, cleaning, tarring, etc.
11. To mark sports, grounds and pitches, including tracks and to move posts.
12. To remove obstructing materials on roads, streets, highways, etc as and when required.
13. To remove all obstructive matters in discharge pipes, manholes and traps.

14. To perform 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.

NOTE: *Incumbents may be required to work at staggered hours/on a roster basis, on Saturdays, Sundays and Public Holidays without extra remuneration.*

Welfare Department

1. To be responsible for the:
 - (i) opening and closing of premises and for the collection, safekeeping and return of keys;
 - (ii) cleaning, care and general maintenance of premises, including offices, stores, classrooms, toilets, bathrooms, yard, etc;
 - (iii) opening and closing of public toilets as well as toilets within the Council's premises at the stipulated time and for their thorough cleansing and disinfection;
 - (iv) furniture, equipment, materials, kitchen utensils and other assets where posted as well as for their cleaning care and general maintenance;
 - (v) custody, simple repairs and maintenance of all equipment, including lawn mower, fuel pump, concrete mixer apparatus, kits and accessories of the compressor.
2. To report any damage as well as repairs/improvement that need to be carried out in respect of both building and equipment, particularly after the passage of a cyclone or other natural disasters.
3. To be available at, control access to and take charge, control the use and keep watch of the premises during business hours/official functions.
4. To keep an occurrence book and to make entries therein as appropriate.
5. To run official errands, including the despatch of correspondence, forms and materials and the distribution of files and documents and answer to calls.

6. To operate, manoeuvre and maintain the concrete mixer apparatus, lawn mower and fuel pump apparatus.
7. To perform general Caretaker/Attendant duties.
8. To closely control the theatre entrances, especially during rehearsals and shows and assist in directing people to galleries (lodges) as and when required.
9. To be responsible for the custody of costumes and accessories as well as artists personal belongings.
10. To prepare meals as per the menu laid down/or as directed by the Nursery Matron/Assistant Nursery Matron and to help in the serving thereof.
11. To collect and remove all plates and dishes and to clean the kitchen, equipment and utensils.
12. To wash, dry and iron bedclothes, linen, tablecloths, nappies and clothes for babies.
13. To collect all cloth/clothing that has been left out to dry and to report anything missing to the Nursery Matron/Assistant Nursery Matron.
14. To report to the Nursery Matron/Assistant Nursery Matron any case of sickness that may be observed.
15. To clean bathrooms, chamber pots and flush toilets.
16. To control children playing outdoor games or engaged in leisure activities, enforce the rules and regulations governing the use of the playground, see to it that activities are carried out safely and in good order and report to the Head of Department/Police as appropriate any incident or misconduct on the part of members of the public.
17. To mow and upkeep all parks, gardens, roundabouts, public open spaces, beaches, green spaces, stadium grounds, social hall grounds, children playgrounds, sports grounds, etc.
18. To cut and trim hedges, vegetation and wastelands, lop branches and spread fertilizers whenever necessary.
19. To perform 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.

NOTE: Incumbents may be required to work at staggered hours/on a roster basis, on Saturdays, Sundays and Public Holidays without extra remuneration.

4. 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 Municipal Town Council of Quatre Bornes.

Note: Details of this advertisement as well as the application form (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**.

(iii) Candidates are advised to read carefully the 'NOTES AND INSTRUCTIONS TO CANDIDATES' before filling in the application form.

(iv) The envelope should be clearly marked on the top left-hand corner :-

**"Post of Handy Worker (Special Class) -
Municipal Town Council of Quatre Bornes"**

5. 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 08 March 2023.**

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: 23 February 2023