

## LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO 53 OF 2023

### VACANCY FOR THE POST OF SUPERVISOR INFANT SCHOOL LOCAL GOVERNMENT SERVICE

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

Applications are invited from qualified serving officers in the grade of Infant School Teacher and Kindergarten Teacher who wish to be considered for appointment as Supervisor Infant School in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 21150 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 21,150 a month.

#### II. **QUALIFICATIONS:**

By selection from among Infant School Teachers and Kindergarten Teachers in the Local Government Service who reckon at least:

- (i) four years' experience in the grade and possess:
  - (a) the Pre-Primary Teaching Diploma from the Mauritius Institute of Education.
  - (b) the Certificate of proficiency in Teacher Training (Mauritius Institute of Education)

Or

- (ii) five years' experience in the grade and possess a Certificate in pre-primary teaching from a recognised institution.

#### **NOTE**

1. *The onus for the submission of written evidence of experience claimed and equivalence of qualification (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, academic/technical qualifications.*
3. *Candidates 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 be responsible for:
  - (a) the organization, administration and smooth running of the pre-primary units, including working hours, holding activities, extra-curricular activities, etc.
  - (b) the teaching of children in the pre-primary Units.
  - (c) organization of social and other activities associated with the running of the pre-primary Unit operating on modern pedagogical lines.
2. To regulate, motivate and organize the pedagogic orientation and teaching methods in consultation with the teacher.
3. To prepare work, teaching programme and time table for the primary Units.
4. To coordinate and supervise the work of the Infant School Teachers and Kindergarten Teachers and advise them.
5. To design and keep an up to date recording system of the children and their physical, mental, social, emotional potentialities and development.
6. To work in close collaboration with parents and organize and run regular parents meetings.
7. To advise the Welfare Committee on pedagogic and on the general management and running of schools.
8. To contribute to team work alongside members of other professions for the best possible development of young children.
9. To prepare and run courses for trainees of pre-primary schools.
10. To represent the Council on relevant Committees as and when required.
11. To perform such cognate duties, as may be assigned by the Head of Department.

### 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 form (LGSC Form 7a) are also available on the website of the Local Government Service Commission 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 Supervisor Infant School –  
Local Government Service”**

**V. CLOSING DATE:**

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side **not later than 15 00 hours on Tuesday 30 May 2023.**

**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: 17 May 2023**