

**LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO. 62 OF 2023**

**VACANCY FOR THE POST OF FOREMAN  
MUNICIPAL TOWN COUNCIL OF QUATRE BORNES**

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

Applications are invited from among Tradesmen/Field Supervisors of the Municipal Town Council of Quatre Bornes who wish to be considered for appointment as Foreman in that Council.

The permanent and pensionable post carries salary in the scale of Rs 20825 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 20,825 a month.

**2. QUALIFICATIONS:**

By selection from among Tradesmen/Field Supervisors possessing:

- (a) the Certificate of Primary Education;
- (b) at least a Trade Test Certificate;
- (c) appropriate skills to lead and supervise workers performing different kind of trade;
- (d) having at least 8 years' service as Tradesman/Field Supervisor.

**Note: Proven knowledge of different trades would constitute an advantage.**

**NOTE:**

1. *The onus for the submission of written evidence of experience/knowledge 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/knowledge 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:**

- (1) To be responsible for the work of a section and/or other sections.
- (2) To be responsible for the deployment, control and performance of workers under his responsibility.
- (3) To report absences and/or other occurrences regarding staffing to his immediate supervisor.
- (4) To report any grievances, occurrences and abnormalities or otherwise.
- (5) To write and submit reports technical or otherwise in the official language.
- (6) To assist in costing operations and preparing estimates.
- (7) To keep an inventory of loose tools issued to workers and to arrange for the security of unused materials on sites of work.
- (8) To be responsible for the preparation of time sheets, keeping of books and the updating of books or other documents on site.
- (9) To keep the Record Book of materials.
- (10) To instruct workers on the use of the appropriate dosage of materials in the execution of works.
- (11) To perform any other cognate duties.

### 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 the Municipal Town Council of Quatre Bornes.
- (ii) 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>.
- (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 Foreman – 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 Monday 12 June 2023.**

**IMPORTANT**

- (i) Qualifications/equivalence of qualifications and recognition of institution 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: 30 May 2023**