

LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO. 80 of 2023

**VACANCY FOR THE POST OF NURSERY MATRON
MUNICIPAL CITY COUNCIL OF PORT-LOUIS**

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

Applications are invited from qualified serving officers in the grade of Assistant Nursery Matron in the Local Government Service who wish to be considered for appointment as Nursery Matron in the Municipal City Council of Port-Louis.

The permanent and pensionable post carries salary in the scale of Rs 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34000 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 17825 a month.

2. QUALIFICATIONS

By selection from among officers in the grade of Assistant Nursery Matron reckoning at least five years' experience in the grade and possessing: -

A. *A Certificate in Baby Care/Puericulture or Early Childhood Development.*

Or

A Certificate of Attendance in the Foundation Course for Child Day Caregivers from the Mauritius Institute of Education.

B. *A Certificate of Proficiency in Early Childhood Programme from the Mauritius Institute of Education.*

Or

Equivalent qualifications acceptable to the Local Government Service Commission.

Note 1:

Assistant Nursery Matron in post as at 30 June 2011 who do not possess the qualifications at B above will be considered provided they reckon 10 years' experience in the grade.

NOTE:

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

3. DUTIES

1. *To be responsible to the Head of Department or his representative for the proper running of the services under her responsibility and particularly for:*
 - (a) *the general management and upkeeping of the Nursery and the organisation of work of staff;*
 - (b) *the provision of all necessary services regarding the safe custody of babies and sound baby care;*
 - (c) *ensuring safe and healthy environment so as to respond to emergencies;*
 - (d) *maintaining discipline among the staff;*
 - (e) *controlling by way of a stock book the stock of provisions of the Nursery and submitting demands for replenishment every month to the Officer-in-Charge;*
 - (f) *collecting from parents of babies attending the nursery, the admission fees payable (if any) and issuing receipts for same;*
 - (g) *keeping a petty cash book in respect of all expenses paid by petty cash and submitting statements of these expenses;*
 - (h) *ensuring that all equipment and furniture in the nursery are in good order as listed in the inventory list and reporting on any repairs to be effected; and*
 - (i) *attending any training session/seminars/refresher course in connection with Child Care and Welfare as and when required.*
2. *To perform any 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 posting.*

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 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 as follows:

**“Post of Nursery Matron -
Municipal City Council of Port-Louis”**

5. CLOSING DATE

Qualified candidates should submit their applications to the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side so as to reach him **not later than 3.00 p.m. on Thursday 05 October 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: 22 September 2023