

LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO.12 OF 2024

**VACANCY FOR THE POST OF FIELD SUPERVISOR (SCAVENGING) (ROSTER)
DISTRICT COUNCIL OF MOKA**

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

Applications are invited from serving employees of the District Council of Moka who wish to be considered for appointment as Field Supervisor (Scavenging) (Roster) in that District Council.

The permanent and pensionable post carries salary in the scale of Rs 16525 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 30700 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 16525 a month.

2. QUALIFICATIONS

By selection from among serving employees in the grade of Refuse Collector (Roster) of the District Council of Moka on the Permanent and Pensionable Establishment and reckoning at least 5 years' service in the grade of Refuse Collector/Refuse Collector (Roster) in the Local Government Service and who satisfy the following requirements:-

- (i) the Certificate in Primary Education; and
- (ii) ability to supervise outdoor workers performing Refuse Collection duties and maintain discipline among them.

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: *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 Officer-in-Charge, Health Department/Supervisor, Refuse Collection (Roster) for:
 - (i) registration and control of the attendance of employees of the refuse collection section under his charge and to maintain discipline among them;
 - (ii) ensuring that the refuse collection service is properly executed according to hygiene, norms and standards in force as appropriate; and
 - (iii) preparing and keeping records of daily progress of work of his team of workers and to submit a weekly report.
2. To distribute work and ensure that the workers under his control are engaged in the works allocated to them and to report forthwith in writing all unauthorised absences.
3. To keep an inventory of all the tools and equipment issued to the workers under his supervision and to arrange for their safekeeping.
4. To ensure that workers wear their protective equipment.
5. To ensure that traffic measures are respected on site of work.
6. To perform such 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:

Field Supervisors (Scavenging) (Roster) are expected to work on a roster basis or at staggered hours 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 the District Council of Moka.

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 Field Supervisor (Scavenging) (Roster),
District Council of Moka**

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 Wednesday 28 February 2024**.

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: 15 February 2024