

LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO. 20 OF 2024

**VACANCY FOR THE POST OF TRADESMAN'S ASSISTANT (MASON)
MUNICIPAL CITY COUNCIL OF PORT LOUIS**

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

Applications are invited from among serving employees of the Municipal City Council of Port Louis who wish to be considered for appointment as Tradesman's Assistant (Mason) in that Municipal City Council.

The permanent and pensionable post carries salary in the scale of Rs 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 22625 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 13,975 a month.

II. QUALIFICATIONS

By selection from among serving employees of the Municipal City Council of Port Louis holding a substantive appointment and who:

- (a) possess the Certificate of Primary Education; and or who can show proof of being literate; and
- (b) produce evidence of having the knowledge, aptitude and experience in the trade.

Note: To be appointed as Tradesman (Mason), the Tradesman's Assistant will be required to pass a Trade Test.

Note 1: The onus for the submission of written evidence of knowledge/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 knowledge/experience claimed and Equivalence Certificate, as appropriate, by the closing date.

Note 2: Candidates should enclose photocopies of their National Identity Card, academic/technical qualifications.

Note 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 work under the supervision of the Tradesman and assist him in the performance of his duties.
2. To be familiar with the tools of the trade and to use them to perform operations as appropriate, under the guidance of the Tradesman, so as to develop gradually the skills necessary for the trade.
3. To ensure, under the Tradesman's guidance that all tools, equipment and accessories used in the trade are kept in good working order.
4. To carry out simple repair works and other operations as may be directed by the Tradesman.
5. To be able to read and work from dimensional plans, drawings and sketches.
6. To perform such other duties directly related to the main duties listed above or related to the delivery of output and results expected from incumbents in the roles ascribed to them according to their posting.

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 the Municipal City Council of Port Louis.

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 for the post being applied for, as follows:-

**“Post of Tradesman's Assistant (Mason) –
Municipal City Council of Port Louis”**

V. CLOSING DATE

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side **not later than 3.00 p.m. on Thursday 07 March 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: 23 February 2024