

LOCAL GOVERNMENT SERVICE COMMISSION

Vacancy for the Post of Assistant Nursery Matron

Local Government Service

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

Applications are invited from qualified candidates who wish to be considered for appointment as Assistant Nursery Matron in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 - 27075 a month plus salary compensation at approved rates.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs. 12750 a month plus salary compensation at approved rates.

II. AGE LIMIT:

Candidates should have reached their **18th** birthday and unless already in the Local Government Service/Public Service/Approved Service, should not have reached their **40th** birthday by the closing date for the submission of applications.

III. QUALIFICATIONS:

A. A Cambridge School Certificate

OR

Passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects; or (ii) in six subjects including English Language with at least Grade C in any one subject.

B. 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.

OR

A Certificate of Attendance in Early Childhood Development from any recognized institution.

OR

Equivalent qualifications acceptable to the Local Government Service Commission.

NOTE:

- 1. To be eligible for consideration to the post of Nursery Matron, Assistant Nursery Matrons will have to follow successfully the Certificate of Proficiency in Early Childhood Programme from the Mauritius Institute of Education.**
- 2. The onus for the submission of written evidence of experience claimed and equivalence of qualification (if applicable) from the relevant authorities (Tertiary 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.**
- 3. Candidates should enclose photocopies of their National Identity Card, academic/technical qualifications and where applicable, equivalence of qualification and relevant documentary evidence of experience claimed.**
- 4. Candidates may be requested to submit a Certificate of Character.**
- 5. Candidates may be outposted to any sub office of the Local Authority.**

IV. DUTIES:

1. To assist in the general management and upkeeping of the Nursery.
2. To provide all the necessary services regarding the safe custody of babies and sound baby care and ensure an emotionally safe environment for babies.
3. To ensure a safe and healthy environment so as to respond to emergencies.
4. To create a climate of confidence, professionalism and attention based on knowledge of young child needs and development.
5. To help in maintaining discipline amongst the staff and reporting any misbehavior.
6. To help in the control of stock of provision for the nursey.
7. To attend any training session/seminar/refresher course in connection with Child Care and Welfare.
8. To report to the Nursery Matron, all parents who fail to collect their children at the official closing time.
9. To replace the Nursery Matron as and when required.
10. To perform 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.

V. **MODE OF APPLICATION**

(i) Qualified candidates should submit their applications:

(a) **either**

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.

(b) **or**

online through the website of the LGSC at **<http://lgsc.govmu.org>** or through the Government Citizen Portal at **<http://citizen.govmu.org>**

Note 1: Details of this advertisement as well as the application form (LGSC Form 7a) are also available on the website of the LGSC at the above-mentioned address.

Note 2: Prospective candidates willing to submit their applications online may also call on weekdays **either** at the seat of the Local Government Service Commission from 13 00 to 15 00 hours **or** at any Local Authority during the prescribed hours where such facilities are offered free of charge.

(ii) Candidates are encouraged to submit their applications online.

(iii) Candidates already in the Local Government Service 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 Assistant Nursery Matron - Local Government Service”

VI. **CLOSING DATE**

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side **not later than 15 00 hours on Monday 27 January 2020.**

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: 14 January 2020