

LOCAL GOVERNMENT SERVICE COMMISSION

VACANCY FOR THE POST OF USHER/PROSECUTOR/SENIOR USHER/ PROSECUTOR IN THE 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 **Usher/Prosecutor/Senior Usher/ Prosecutor** in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 - 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 15150 a month.

2. 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.

3. Qualifications:

By selection from Candidates possessing:

- A. A Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings **or** Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principle of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained 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.

Note: Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one Certificate at the Cambridge Higher School Certificate Examinations.

- B. A Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.

OR

Equivalent qualification to A and B above acceptable to the Local Government Service Commission.

- C. Candidates should be computer literate.

Note:

- (1) Qualification at A above should have been obtained prior to Qualification at B above.
- (2) Experience as Clerk in the office of an Attorney-at-law or Notary Public is desirable. Candidates should show proof of any experience claimed.
- (3) Usher/Prosecutor/Senior Usher/Prosecutor may be required to follow training courses in Prosecution duties.

NOTE:

- 1. The onus for the submission of 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 Equivalence Certificate, as appropriate, by the closing date.**
- 2. Candidates should enclose photocopies of their National Identity Card and academic/technical qualifications and, where applicable relevant documentary evidence of all experience claimed.**
- 3. Candidates may be requested to submit a Certificate of Character.**
- 4. 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.**

4. Duties:

- 1. To be responsible to the Head of Finance Department for the smooth running of the Usher’s/Prosecutor Section generally and for:**

- (a) serving warrants, seizure/notices and reminders for rates, taxes, trade fees, market/fair fees in accordance with the laws or regulations in force as appropriate;**
- (b) serving attachments on tenants and obtaining from them a signed statement of amount due and rent payable;**
- (c) arranging for necessary press advertisements in cases of seizure and follow up with sale of goods;**
- (d) enquiring about complaints from ratepayers;**
- (e) attending transcription and mortgage office in Port Louis and ascertaining the real owners of properties before Court proceedings;**
- (f) attending Court to represent the Council in cases concerning payment of rates, trade fees/fees, rents, etc. including the execution of judgment in *nulla bona cases*;**
- (g) following up in Government Gazette, cases of sales by levy and licitation of immovable properties in Local Authorities and submit relevant rate claims to the Attorney in charge of the sale;**
- (h) submitting list of debtors for rates, tenants' tax, fees and other charges issued by the Financial Controller and Financial Officer/Senior Financial Officer to the District Usher for prosecution;**
- (i) initiating legal procedure under the instructions of the Council Attorney/Legal Adviser in case of arrears due;**
- (j) carrying out surveys, reporting and follow up on any commercial, industrial, professional activities not on list of tenants;**
- (k) reporting on all cases of exemption claimed to be approved by the Council;**
- (l) liaising with the Council's Legal Adviser as may be appropriate;**
- (m) in cases of in *forma pauperis*, visiting places of ratepayers, interviewing them and submitting reports to the Finance Committee thereon;**
- (n) making entries in respect of payments in appropriate ledger every three months and submitting quarterly returns to Council;**

- (o) **submitting quarterly report in respect of collection of revenue and recovery of debt;**
 - (p) **tracing out exact addressees of owners of properties of the town.**
- 2. **To deal with all matters concerning enforcement in respect of the payment of revenue and the recovery of debts including;**
 - (a) **initiating legal action against debtors for rates, tenant tax, fees and other charges due to the Council**
 - (b) **prosecuting and conducting cases before court;**
 - (c) **executing or arranging for the execution of Court Judgments; and**
 - (d) **keeping records of Court cases.**
- 3. **To ensure the preparation of appropriate returns for submission to the Council.**
- 4. **To follow up all cases where action is required in compliance with the related laws and regulations and to submit a report accordingly.**
- 5. **To execute all summons and orders issued in relation to any offence against a law relating to Urban/Rural Authority or an offence under the Weights and Measures Act committed within the limits of the Township/District Council Area.**
- 6. **To perform word processing and other basic ICT functions.**
- 7. **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 Usher/Prosecutor/Senior Usher/ Prosecutor in the roles ascribed to them according to their postings.**

5. **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.
- (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 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 Usher/Prosecutor/Senior Usher/ Prosecutor-
Local Government Service”**

6. 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 pm on Thursday 10 June 2021.**

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: 28 May 2021