

LOCAL GOVERNMENT SERVICE COMMISSION
VACANCIES FOR THE POST OF HANDY WORKER
DISTRICT COUNCIL OF MOKA

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

Applications are invited from qualified candidates residing within the boundaries of the District Council of Moka who wish to be considered for appointment as Handy Worker in that District Council.

The permanent and pensionable post carries salary in the scale of Rs 13745 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 13745 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 **48th** birthday by the closing date for the submission of applications.

3. QUALIFICATIONS:

By selection from among candidates residing within the boundaries of the District Council of Moka who possess the Certificate of Primary Education.

Note : Possession of a goods vehicle licence is desirable.

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/professional qualifications and proof of residential address.*
- 3. Candidates may be required to submit a Certificate of Character.*
- 4. Applicants 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 clean, disinfect and maintain offices, cloakrooms, toilets, drains, gutters, parks, gardens, promenades, social halls, yards, playgrounds, children's playgrounds, nurseries, public places, garages, stores, etc and nearby surroundings in a healthy condition.
2. To clean and carry out simple maintenance of machines, vehicles and equipment and to report any defect or irregularity.
3. To be responsible to the Officer-in-Charge for the keeping of furniture, books, tools and sundry items found in social halls and to be in attendance at premises/workshops during office hours including during normal lunch break.
4. To be in charge of the children's playground during opening hours and ensure that rules and regulations governing the children's playground, including indoor games and leisure activities are adhered to.
5. To open/close gates and premises at the stipulated time, control entry traffic and be responsible for the safe-keeping of keys.
6. To report on damages and repairs that need to be carried out to the premises.
7. To handle, carry, pack, load and unload, including from lorries and other vehicles, place and arrange materials and other store items on shelves and to maintain them clean and in order and to also exercise great care when handling fragile and perishable goods.
8. To assist the Driver in the proper manoeuvring of his vehicle and in the transportation of goods and materials.
9. To perform regular washing, cleaning and other ancillary works associated with day-to-day running of vehicles and to hook and unhook metal basket on shelf loader.
10. To accompany lorries and assist in case of breakdown, including removal and mounting of tyres.
11. To assist in the erection of tubular frames, structures and moving any Council property whenever required.
12. To run official errands, including the dispatch of correspondence, forms and materials and answer to telephone calls.
13. To operate a lawn mower in accordance with the prescribed safety measures.
14. To destroy and dispose of pest and waste.
15. To do weeding and planting work.

16. To remove and clear obstructive matters in discharge pipes, manhole and traps.
17. To read meters and gauges.
18. To undertake the mixing and grading of materials.
19. To attend to visitors.
20. 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 Handy Workers in the roles ascribed to them according to their postings.

Note:

Handy Workers may be required to work on a roster basis or during staggered hours without payment of any extra remuneration.

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 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 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.
- (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 Handy Worker – District Council of Moka”

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 15.00 hours on Wednesday 15 February 2023**.

IMPORTANT

- (i) Applicants should state their personal residential address on their application form. Applications bearing the postal address of another person will neither be acknowledged nor taken into consideration.*
- (ii) Qualifications/equivalence of qualifications and recognition of institution obtained after the closing date will not be accepted. Only qualified persons should apply.*
- (iii) Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition.*
- (iv) Applications not made on the prescribed form will not be considered.*
- (v) 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.*
- (vi) 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: 02 February 2023