

LOCAL GOVERNMENT SERVICE COMMISSION

VACANCY FOR THE POST OF TECHNICAL AND MECHANICAL OFFICER

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 **Technical and Mechanical Officer** in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 21,850 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 45th 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

- (b) Passes not below Grade C in at least five subjects including English Language, French, Mathematics or Principles of Accounts, Art or Design and Technology and either French Literature or Literature in English 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 Examination.

or

Equivalent qualification acceptable to the Local Government Service Commission.

- B. (a) A Diploma in Mechanical and Electrical Engineering from the University of Mauritius;

or

- (b) the Ordinary Technician Diploma of the City & Guilds of London Institute in Mechanical and Electrical Engineering;

or

equivalent qualification acceptable to the Local Government Service Commission.

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 Equivalence Certificate, as appropriate, by the closing date.*
- 2: *Candidates should enclose photocopies of their National Identity Card and academic/technical qualifications.*
- 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

To be responsible to the Head, Public Infrastructure Department for the day to day administration of the Mechanical Workshop and in particular for: -

1. Keeping all mechanical plants of the Council in safe custody and ensuring that all vehicles and equipments of the Council are in good running condition;

2. Supervising all works effected in the garage and organising the distribution of day to day requirement in manpower, materials and equipments for all works;
3. Keeping up to date inventory of all tools, equipments and accessories books under his charge;
4. Supervising monitoring and taking adequate action as regards the attendance book/clock card machine of the garage and the movement of employees;
5. Submitting weekly progress report of work under his responsibility or work on contract.
6. Keeping records of registration, fitness and insurances of all Municipal vehicles and to inform the Head of Department before expiry date. Arranging for relevant renewal formalities of registration, fitness and insurances.
7. Controlling indenting of materials and be responsible for safe keeping of all store forms and materials delivered.
8. Ensuring availability of spare parts and other materials currently in use in the workshop.
9. To ensure that all safety measures and precautions are brought to the attention of all workers in the workshop.
10. Ensuring that all damages caused to Council are promptly reported for appropriate action and ensuring proper follow up with Insurance Companies and police authorities for Council vehicles involved in accidents and arranging for related repairs.
11. Assisting the Head, Public Infrastructure Department in preparing the specifications for tenders/quotations, etc, for the purchase of vehicles, spare parts and evaluating the offers.
12. To perform any other cognate duties as may be assigned.

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 Technical & Mechanical Officer –
Local Government Service”**

6. CLOSING DATE

Qualified candidates are invited to 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 31 May 2023.**

IMPORTANT

- (i) 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: 18 May 2023