

LOCAL GOVERNMENT SERVICE COMMISSION

PUBLIC ADVERTISEMENT NO. 16 OF 2024

**VACANCIES FOR THE POST OF SURVEILLANT
DISTRICT COUNCIL OF GRAND PORT**

(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 Grand Port who wish to be considered for appointment as Surveillant in that Council.

The permanent and pensionable post carries salary in the scale of Rs 14475 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 14,475 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 Grand Port who possess the Certificate of Primary Education.

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, academic/technical qualifications and proof of residential address.*
- 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 guard Council premises, building, materials, vehicles, equipment and plants including gardens, parks, garage, market, etc. so as to ensure their protection against fire, burglary, plundering or any act of vandalism.
2. To effect, at the time of assuming duty, a detailed inspection of the site including checking of doors, windows, gates, locks, etc. to ensure that they are properly secured and have not been tampered with and to take good note of all equipment and materials to be watched.
3. To report to the police and the Head of Department of any case of fire, theft, vandalism, damage or any abnormal or suspicious incident.
4. To enquire on whereabouts of visitors, where appropriate, and direct them.
5. To keep in his custody, the keys of the premises while on duty, whenever necessary.
6. To secure and fasten blown or blown-prone materials in the course of his watch during cyclonic weather.
7. To light and place danger lamp at sunset, where necessary, and to watch and keep same lighted throughout the night.
8. 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 Surveillants in the roles ascribed to them.

Note 1: Surveillants should inform his Head of Department, at latest by 10 o'clock in the morning, whether he is sick or not in a position to assume duty.

Note 2: Surveillants will be required to work on a shift system/roster basis/staggered hour, covering a 24-hour service including night duty and work on Saturdays, Sundays, Public Holidays and officially declared Cyclone days.

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 Grand Port.

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 Surveillant -
District Council of Grand Port”**

6. 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 May 2024**.

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: 14 May 2024