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MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
CIRCULAR NOTE NO. 15 OF 2014

Vacancies for the Post of Handy Worker
Ministry of Civil Service and Administrative Reforms

Applications are invited from among serving employees on the permanent and pensionable establishment who wish to be considered for appointment as Handy Worker.

II. Qualifications

1. Candidates should possess the Certificate of Primary Education.

III. Duties and Salary

1. To clean, among others, offices, stores, drains, gutters and maintain the physical environment at a good standard.
2. To load, unload and move stores items, furniture, equipment and other materials.
3. To attend to visitors.
4. To collect keys and deposit same from/to Police Station/Police Post.
5. To destroy and dispose of waste materials.
6. To accompany officers in government vehicles, as and when required.
7. To open and close gate, and control entry traffic, as and when required.
8. To keep a register for recording the date, number of vehicles/persons entering the premises, purpose of visit, time of entry and exit.
9. To clean electrical appliances.
10. To perform simple gardening duties, as and when required.
11. 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 the Handy Worker in the roles ascribed to him.

The permanent and pensionable post carries salary in the scale of Rs 9,450 x 225 – 9,675 x 250 - 13,675 x 300 - 15,475 x 350 - 16,175.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 9,450 a month. However, in case candidates are drawing more than Rs 9,450, they will retain the salary of their substantive post.

IV. **MODE OF APPLICATION**

1. Qualified candidates should submit their application on the prescribed form available at the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis.
2. Applications should be submitted **in duplicate**, the original to be sent directly to the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms and the duplicate through the Head of the Ministry/Department who will forward it under cover of a letter on the same line as PSC Form 22 to the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms, within a week after the closing date.
3. This circular together with the application form are available on the website of the Ministry of Civil Service and Administrative Reforms at **<http://civilservice.gov.mu>**

V. **CLOSING DATE**

Applications should reach the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms, 6th Floor, New Government Centre, Port Louis, **not later than Tuesday 21 October 2014.**

IMPORTANT

Heads of Ministries/Departments should ensure that the contents of the Ministry of Civil Service and Administrative Reforms Circular Note No. 15 of 2014 are brought to the attention of all eligible officers and that, in the case of officers who are overseas or on leave, a copy of the Circular Note together with application forms should be despatched to such officers on the very day on which the Circular Note is issued. These officers should also be informed of the following Fax Numbers of the Ministry of Civil Service and Administrative Reforms: 201-3815/201-3578.

**Ministry of Civil Service and Administrative Reforms
6th floor, New Government Centre
PORT LOUIS.**

Date: 01 October 2014