GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS

Ministry: Arts and Culture
Post: Stores Attendant
Salary: Rs 11,200 x 250 – 11,450 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 –
17,700 x 375 – 19,200 (24 016 043)
Effective Date: 24 May 2016
Qualifications: By selection from among employees on the permanent and pensionable establishment
who –
(i) possess the Certificate of Primary Education; and
(ii) have a good knowledge of stores duties and are familiar with common items
of stores.

NOTE
In the absence of candidates possessing the qualification at (i) above, consideration
will be given to candidates who show proof of being literate.
Candidates should produce written evidence of knowledge claimed.

Duties: 1. To be responsible to the officer in charge of Procurement and Supply for –
(i) opening and closing of stores apertures, as required;
(ii) cleaning the stores premises;
(iii) collecting, loading, unloading and conveying stores items;
(iv) opening packages, crates and cases;
(v) handling all stores items, as required;
(vi) removing all packing materials and empty crates to appropriate places
for their eventual disposal;
(vii) packing stores items, as required;

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for Senior Chief Executive
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(viii) washing, cleaning and stowing empties;
(ix) collecting and despatching stores correspondence, as required; and
(x) placing and arranging items of stores on shelves and maintaining them clean and in an orderly manner.

2. To assist the officer in charge of Procurement and Supply in works relating to surveys and inventories.

3. 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 Stores Attendant in the roles ascribed to him.