GOVERNMENT OF MAURITIUS

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

Ministry: Foreign Affairs, Regional Integration and International Trade

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;

   /2...

CERTIFIED CORRECT

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

24 May 2016

Date..........................................................
(viii) washing, cleaning and stowing empties;
(ix) collecting and despatching stores correspondence, as required;
(x) placing and arranging items of stores on shelves and maintaining them clean and in an orderly manner; and
(xi) preparing parcels of articles for issue to Mauritius missions overseas.

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.