GOVERNMENT OF MAURITIUS

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

Ministry: Prime Minister’s Office (Civil Status Division)

Post: Stores Attendant

Salary: Rs 9,675 x 250 – 13,675 x 300 – 15,475 x 350 – 16,525 (24 11 36)

Effective Date: 11 July 2014

Qualifications: By selection from among employees on the permanent and pensionable establishment of the Division who –

(a) possess the Certificate of Primary Education; and

(b) have a good knowledge of procurement and supply duties and are familiar with common items of stores.

NOTE

In the absence of candidates possessing the qualification at (a) above, consideration will be given to employees on the permanent and pensionable establishment of the Division who show proof of being literate.

Duties:

1. To be responsible to the officer in charge of stores for –

   (a) opening and closing of store apertures as required;

   (b) cleaning the store premises;

   (c) collecting, loading, unloading and conveying stores items;

   (d) opening packages, crates and cases;

   (e) handling all store items as required;

   (f) removing all packing materials and empty crates to appropriate places for their eventual disposal;

   (g) packing stores items as required;

   (h) washing, cleaning and stowing empties;

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for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms
11 July 2014

Date..........................................................
i. placing and arranging items of stores on shelves and maintaining them clean and in an orderly manner;

j. collecting and despatching stores correspondence as required; and

k. assisting in work relating to surveys and inventories.

2. 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.