

GOVERNMENT OF MAURITIUS

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

- Ministry:** Agro-Industry and Food Security
- Post:** Stores Attendant
- Salary:** Rs 9,675 x 250 – 13,675 x 300 – 15,475 x 350 – 16,525 (24 11 36)
- Effective Date:** 25 June 2014
- Qualifications:** By selection from among employees on the permanent and pensionable establishment of the Ministry who –
 - (i) possess the Certificate of Primary Education;
 - (ii) have a good knowledge of measures and measurements; and
 - (iii) are familiar with common items of stores in use in all stations of the Ministry such as chemicals (including fertilizers) and seeds.

NOTE

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

- Duties:**
 1. To be responsible to the officer in charge of stores 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 and packing all stores items, as required;
 - (vi) removing all packing materials, empty crates to appropriate places for their eventual disposal;

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Ateasing

for Senior Chief Executive
Ministry of Civil Service and
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- (vii) washing, cleaning and stowing empties;
 - (viii) issuing petrol to drivers;
 - (ix) placing and arranging items of stores on shelves and maintaining them clean and in an orderly manner;
 - (x) collecting and despatching stores correspondence, as required; and
 - (xi) assisting in work relating to inventories and surveys.
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.



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