

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;

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CERTIFIED CORRECT

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*for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms*

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- (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.

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