

GOVERNMENT OF MAURITIUS

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

Ministry: Public Infrastructure, Land Transport and Shipping
(Land Transport and Shipping Division – Traffic Management and Road Safety Unit)

Post: Stores Attendant

Salary: Rs 7,400 x 200 – 10,200 x 250 – 11,700 (24 07 27)

Effective Date: 29 March 2010

Qualifications: By selection from among General Workers on the permanent and pensionable establishment who –

- (a) possess the Certificate of Primary Education; and
- (b) have a good knowledge of stores duties.

- Duties:**
1. To be responsible to the officer-in-charge of the stores for –
 - (i) opening and closing of store apertures as required;
 - (ii) cleaning the store premises;
 - (iii) collecting, loading, unloading and conveying stores items such as cement, galvanised poles, traffic signal equipment and other materials in connection with installation of traffic signals, etc.;
 - (iv) opening packages, crates, cases, etc.;
 - (v) handling all stores items as required;
 - (vi) removing all packing materials, empty crates, etc. to appropriate places for their eventual disposal;
 - (vii) packing stores items as required;
 - (viii) washing, cleaning and stowing empties;
 - (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 any work of similar nature e.g. in inventories, etc.

 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 Stores Attendants in the roles ascribed to them.



CERTIFIED CORRECT

Atkinson

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

Date..... **29 MAR 2010**