

NATIONAL ASSEMBLY

Circular Note No. 1 of 2019

Vacancy for the post of Handy Worker

Applications are invited from qualified serving employees on the permanent and pensionable establishment who wish to be considered for appointment as Handy Worker in the National Assembly.

II. QUALIFICATIONS

Candidates should possess the Certificate of Primary Education.

NOTE:

In the absence of candidates possessing the Certificate of Primary Education, consideration will be given to those who show proof of being literate.

III. DUTIES AND SALARY

1. To clean, among others, offices, stores, drains, gutters and as well as washing, cleaning and stowing empties to maintain the physical environment at a good standard.
2. To load, unload and move stores items, furniture, equipment and handle other materials.
3. To collect keys and deposit same from/to Police Station/Police Post.
4. To destroy and dispose of waste materials.
5. To accompany officers in government vehicles, as and when required.
6. To open and close gate, control entry traffic, as and when required.
7. To keep a register for recording the date, number of vehicles/persons entering the premises, purpose of visit, time of entry and exit.
8. To clean electrical appliances.
9. To collect and despatch correspondences, as and when required.
10. To carry out simple maintenance of storage and handling equipment.
11. To perform simple gardening duties, as and when required.
12. 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 Handy Worker in the roles ascribed to him.

The permanent and pensionable post carries salary in the scale of Rs 10,950 x 250 – 11,450 x 260 – 14,050 x 275 – 15,150 x 300– 15,750 x 325 – 17,700 x 375 – 18,450 a month.

IV. MODE OF APPLICATION

- (a) Qualified candidates should submit their application on the prescribed form which may be obtained from the National Assembly, 2nd Floor, Parliament House, Port Louis or which may be downloaded from the website of the National Assembly at: mauritiusassembly.govmu.org
- (b) Applications should be submitted **in duplicate** as follows:
 - i. The original to be filled in by candidates at Section A and sent directly to the Clerk of the National Assembly within the closing date for submission of applications;
 - ii. The duplicate through their respective Supervising/Responsible Officer who will forward it to the National Assembly **within a week of the closing date.**
- (c) Application not made on the prescribed form will **not** be accepted.
- (d) Envelopes should be clearly marked on the top left-hand corner “Post of Handy Worker”.

IMPORTANT

- (i) Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition. It is an offence to give information which is false or to conceal any relevant information. This may lead to an application being rejected, or if candidate has already been appointed, to the termination of his appointment.
- (ii) Qualifications obtained after the closing date for the submission of applications as specified in the advertisement will not be accepted. Only qualified persons should apply.
- (iii) Applications received after the closing date will not be accepted.
- (iv) The originals of birth and educational certificates should not be submitted with the application, but applicants should produce these if and when called upon to do so.

V. CLOSING DATE

Applications should reach the Clerk of the National Assembly (HR Section), 2nd Floor, Parliament House, Port Louis, **not later than 3.30 p.m on 13 February 2019.**

**National Assembly
Parliament House
Port Louis**

Date: 24 January 2019