

Ministry of Public Infrastructure and Land Transport
(Public Infrastructure Division)

Circular Note No. 1 of 2018

Vacancies for the Post of Handy Worker

Applications are invited from among employees on the permanent and pensionable establishment in the Public Infrastructure Division of the Ministry of Public Infrastructure and Land Transport who wish to be considered for appointment as Handy Worker.

II. QUALIFICATIONS

Candidates should:

- (a) possess the Certificate of Primary Education; and
- (b) have a good health and a sound physique.

NOTE 1

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

III. DUTIES

1. To load, unload and keep properly stores items and other materials.
2. To accompany officers in vehicles and help in case of breakdown.
3. To help in removing and mounting tyres.
4. To sandblast/wash vehicle bodies, mudguard interiors, chassis and engine compartments by using the high pressure sand blaster/washing machine.
5. To clean garages and ensure that the premises are kept tidy.
6. To be responsible for the general maintenance of the high pressures and blaster/washing machine, including –
 - (a) checking oil levels daily before use;
 - (b) cleaning the machine after use; and
 - (c) reporting any defect to the officer in charge.

7. To open and close gate and be responsible for the control of the entry and exit of all vehicles and to prevent the entry of unauthorized vehicles.
8. To keep a register for recording the date, number of vehicles entering the premises, purpose of visit, time of entry and exit.
9. To ensure security at the gate at all times.
10. To report irregularities to the officer in charge of the premises.
11. 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.

IV. SALARY

The permanent and pensionable post carries salary in scale 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.

Appointment in a temporary capacity to the grade carries a flat salary of Rs 10,950 a month plus salary compensation at approved rates.

V. MODE OF APPLICATION

- (a) Applicants should submit their applications in duplicate on the prescribed application form which may be obtained either, from their Head of Sections or on the website of the Ministry at publicinfrastructure.govmu.org as follows:
 - (i) the original (Section A) to be filled in by candidates and submitted directly to the Senior Chief Executive, Ministry of Public Infrastructure and Land Transport (Public Infrastructure Division), before the closing date for submission of applications; and
 - (ii) the duplicate through their respective Head of Sections who will forward it duly completed to the Senior Chief Executive, within a week after the closing date.
- (b) **Copy** of birth and educational certificates **should be** submitted with applications but applicants should produce same in original when called upon to do so.
- (c) The envelope should be clearly marked on the top left-hand corner – **“Post of Handy Worker”**.

VI. IMPORTANT

- (i) Qualifications obtained **after** the closing date will not be accepted. Only qualified persons should apply.
- (ii) Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition.
- (iii) Applications not made on the prescribed form **will not be accepted**.
- (iv) Applications received **after** the closing date **will not be accepted**.
- (v) Only the best qualified candidates will be called for interview.

VII. CLOSING DATE OF APPLICATION

Applications should reach the Senior Chief Executive, Ministry of Public Infrastructure and Land Transport (Public Infrastructure Division) **Human Resource Registry, Level 8, Moorgate House, Sir William Newton Street, Port Louis, not later than 3.30 p.m on 19 February 2018.**

Date: 30 January 2018

**Ministry of Public Infrastructure
and Land Transport
(Public Infrastructure Division)**