

# **MINISTRY OF YOUTH AND SPORTS CIRCULAR NO.3 of 2017**

## **Vacancies for the Post of Stores Attendant**

Applications are invited from qualified employees on the permanent and pensionable establishment of the Ministry of Youth and Sports who wish to be considered for appointment as Stores Attendant.

### **II. Qualifications**

By selection from among employees on the permanent and pensionable establishment of the Ministry 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.

### **III. Duties and Salary**

1. To be responsible to the officer-in-charge of Stores for –
  - (i) opening and closing of store 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;
  - (viii) washing, cleaning and stowing empty containers;
  - (ix) collecting and despatching stores correspondence as required;
  - (x) placing and arranging items of stores on shelves and maintaining them clean and in order;
  - (xi) preparing parcels of articles for issue to youth/sports centres; and
  - (xii) assisting in any work of similar nature such as in inventories and sales.

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.

### **Note**

The permanent and pensionable post carries salary in scale 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 a month plus salary compensation at approved rates.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 11,200 a month plus salary compensation at approved rates. However, candidates who are drawing more than the initial salary of the post will retain the salary of their substantive post.

### **IV. Mode of Application**

- (a) Qualified candidates should submit their application on the prescribed form, at **Annex A**, to the Human Resource Section of the Ministry, 7<sup>th</sup> floor, Citadelle Mall, Port Louis.
- (b) The original of birth and educational certificates and National Identity Card should **not** be submitted with the application but applicants should produce these documents when called upon to do so;
- (c) Applications **not** made on the prescribed form **will not be accepted**;
- (d) The envelope should be clearly marked on the top left-hand corner "Post of Stores Attendant".

### **V. Closing Date of Application**

Applications should reach the Permanent Secretary, Ministry of Youth and Sports, (Human Resource Section), 7<sup>th</sup> floor, Citadelle Mall, Port Louis **not later than on 3.00 pm on 18 October 2017**.

### **VI. IMPORTANT**

- (a) The advertisement and the application form can be downloaded from the website of the Ministry at the following address: **<http://mysgovmu.org>**
- (b) Applications received after the closing date will **not** be accepted
- (c) Care should be taken to fill in the application form correctly. **Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the applicant.**
- (d) Only the best qualified candidates will be called for interview.
- (e) The Ministry reserves the right **not** to make any appointment following this advertisement.

**27 September 2017**

**Ministry of Youth and Sports  
7<sup>th</sup> & 8<sup>th</sup> floor  
Citadelle Mall  
Port Louis**