

*Republic of Mauritius*



**MINISTRY OF YOUTH AND SPORTS**

*Circular Letter No. 1 of 2018*

**My Ref: MYS/HR/49 V.5**

**Date: 03 April 2018**

**From: Permanent Secretary, Ministry of Youth and Sports**

**To: Head of Ministries/Departments**

**Vacancies for the post of Caretaker (on roster) in the Ministry of Youth and Sports**

Applications are invited from qualified employees on the permanent and pensionable establishment who wish to be considered for appointment as Caretaker (on roster) in the Ministry of Youth and Sports.

**II. QUALIFICATIONS**

A. By selection from among serving employees on the permanent and pensionable establishment who:–

- (i) reckon at least three years' service in a substantive capacity in their respective grade;
- (ii) possess the Certificate of Primary Education; and
- (iii) show proof of having sat for the Cambridge School Certificate Examination or the General Certificate of Education 'Ordinary Level' Examination in at least five subjects at one sitting or an examination of equivalent standard acceptable to the Public Service Commission.

B. Candidates should –

- (i) possess qualities such as reliability and trustworthiness; and
- (ii) have a record of satisfactory service.

**III. Duties and Salary**

1. To collect keys and deposit same from/to Police Station/Police Post.
2. To open and close the Youth Centre/Sports Complex.
3. To ensure that unauthorised persons do not get access to the Youth Centre/Sports Complex.

4. To take reasonable precautions to ensure protection of the buildings and assets generally on the site.
5. To keep the premises, lavatories and furniture clean and tidy and to allocate and control the work of the General Workers, as and when required.
6. To operate a telephone a switchboard/PABX console.
7. To operate simple office equipment such as duplicating machines and photocopying machines.
8. To deliver and collect letters, telegrams and urgent memoranda.
9. To issue materials and equipment on the authority of the officer in charge to those participating in the activities in the Youth Centre and to recover them after use.
10. To respond to calls.
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 Caretaker (on roster) in the roles ascribed to him.

#### **NOTE**

Caretakers (on roster) will be required to work on a roster basis including Sundays and Public Holidays.

The permanent and pensionable post carries salary in the scale Rs 12,230 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19, 575 x 475 – 20,525 a month plus salary compensation at approved rates.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 12, 230 a month, plus salary compensation at approved rates.

#### **V. MODE OF APPLICATION**

- (i) Qualified candidates should submit their application the prescribed form, as per **Annex A**, which may be obtained from the Human Resource Section of the Ministry or on the website of the Ministry at <http://mys.govmu.org>
- (ii) The **original** of birth, educational certificates and National Identity Card should **not** be submitted with the application form but applicants should produce them when called upon to do so.
- (iii) The envelope should be clearly marked on the top left-hand corner “Post of Caretaker (on roster)”.

## **V. IMPORTANT**

- (i) The completed form should contain full details regarding the applicant's previous experience, qualifications and any other information which would qualify him to perform the duties of the post of Caretaker (on roster).
- (ii) Care should be taken to fill the application form correctly. Incomplete, inadequate or inaccurate filling of the form may cause elimination of the candidates from the selection exercise.
- (iii) Applications **not** made on the prescribed form will not be accepted.
- (iv) Written evidence of experience/knowledge claimed should be produced at the interview.
- (v) Applications received after the closing date will not be accepted.
- (vi) Only qualified employees will be called for interview.
- (vii) The Ministry reserves the right not to make any appointment following this advertisement.

## **VI. CLOSING DATE**

Applications should reach the Permanent Secretary, Ministry of Youth and Sports, (Human Resource Section), 7<sup>th</sup> floor, Citadelle Mall, Cnr Louis Pasteur and Sir Virgil Naz streets, Port Louis **not later than 3.00 p.m. on Monday 23 April 2018.**

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