

MAURITIUS SPORTS COUNCIL
VACANCY FOR THE POST OF HANDYWORKER

Applications are invited from qualified candidates who wish to be considered for appointment as '**Handy worker**' on **Permanent and Pensionable Basis** at the Mauritius Sports Council, a statutory body under the aegis of the Ministry of Youth Empowerment, Sports and Recreation.

I. QUALIFICATIONS

Candidates should possess a Certificate of Primary Education.

NOTE 1

Selected candidates will be required to:

- (i) produce written evidence of knowledge claimed.
- (ii) show proof of vaccination.

II. AGE LIMIT

Candidates should not have reached their **40th** birthday by the closing date for the submission of applications.

III. DUTIES

1. To be responsible for the opening and closing of offices and for the collection, safekeeping and return keys.
2. To be available at control access and take charge, control the use and keep watch of the premises during business hours/official functions.
3. To keep watch on sites when and where necessary until the arrival of the Watchman
4. To keep occurrence book and make entries therein as appropriate
5. To handle, carry, pack, load and unload stores items, furniture, equipment and other materials.
6. To load materials required on any appropriate vehicle from stock on site or off site and to unload those materials at locations as may be required.
7. To assist in the receipt and distribution of commodities
8. To assist in the delivery of fuel and oil to vehicles
9. To accompany officers in lorries, vans, minibuses and other vehicles of the Mauritius Sports Council.
10. To run official errands including the despatch of correspondence, forms and materials and the distribution of files, documents and faxes.
11. To operate, manoeuvre and maintain the lawn mower and fuel pump apparatus.
12. To clean offices, toilets, drains, gutters, etc. and maintain the physical environment at a good standard.
13. To effect simple repairs and maintenance works
14. To attend to visitors as and when required.
15. To usher in/guide visitors to senior officers/sections concerned and maintain a record of such visits, if so required.
16. To assist the driver in the proper manoeuvring of vehicles and in case of breakdown, loading and unloading of goods.
17. To perform regular washing, cleaning and other ancillary works associated with day-to-day running of Government and official vehicles.
18. To perform any unskilled manual work, as required
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 Workers in the roles ascribed to them according to their postings.

NOTE 2

The Handy worker may be required to work outside normal working hours as and when required in relation to the organization of official functions.

IV. SALARY

This permanent and pensionable post carries salary in the scale of: **Rs 13745 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225**

V. MODE OF APPLICATION

- (a) Qualified candidates should submit their application on the prescribed Application Form which may be obtained at the Reception Desk, Mauritius Sports Council, Royal Road, Belle Rose or in the vacancy section of the websites of the Mauritius Sports Council and Active Mauritius.
- (b) Applications should reach the Human Resource Officer, Mauritius Sports Council, Royal Road, Belle Rose **not later than 16:00 hours on Wednesday 6th December 2023 through registered post.**
- (c) Applications 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 a candidate's elimination. 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 a 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.
- (iii) Only qualified persons should apply.
- (iv) The copies of birth and educational certificates should be submitted with the application, but applicants should produce the originals if and when called upon to do so.
- (v) Only the best qualified candidates will be called for interview.

VI. CLOSING DATE OF APPLICATION

- (a) Applications should reach the Human Resource Officer, Mauritius Sports Council, Royal Road, Belle Rose **not later than 16:00 hours on Wednesday 08th December 2023 through registered post.**
- (b) Applications not made on the prescribed form will not be accepted.
- (c) Applications obtained **after** the closing date will not be accepted.

27th November 2023

**The Human Resource Officer
Mauritius Sports Council
Royal Road, Belle Rose**

THE MAURITIUS SPORTS COUNCIL RESERVES THE RIGHT TO CALL THE BEST QUALIFIED CANDIDATES FOR INTERVIEW AND NOT TO MAKE ANY APPOINTMENT FOLLOWING THIS ADVERTISEMENT.