VACANCIES FOR THE POST OF HANDY WORKER

Applications are invited from among serving employees on the permanent and pensionable establishment who wish to be considered for appointment as Handy Worker in the Ministry of Financial Services and Good Governance.

2. **Qualifications**

   By selection from among serving employees on the permanent and pensionable establishment who possess the Certificate of Primary Education.

   **NOTE**

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

3. **Duties**

   - To open and close office premises.
   - To clean office premises and electrical appliances and maintain the physical environment at a good standard.
   - To collect keys and deposit same from/to Police Station/ Police Post/ other identified institutions.
   - To despatch documents.
   - To load, unload and move store items, furniture, equipment and other materials.
   - To operate office equipment such as duplicating, photocopying and fax machines.
   - To perform simple gardening duties, as and when required.
   - To usher in/guide visitors to officers/ sections concerned and maintain a record of such visits, as and when required.
   - To attend to calls, as and when required.
   - To perform simple binding duties.
   - 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.

4. **Salary**

   The permanent and pensionable post carries salary in the **scale of Rs 10950×250 - 11450×260 - 14050×275 - 15150×300 - 15750×325 - 17700×375 – 18450** a month plus salary compensation at approved rates.

   The selected candidates will, in the first instance, be appointed in a temporary capacity for a period of six months. At the end of the temporary period, consideration will be given for their substantive appointment subject to their being favourably reported upon by their Head of Sections.
5. **Mode of application**

(a) Qualified candidates should submit their applications on the prescribed form which, may be obtained from the Human Resources Section of the Ministry of Financial Services and Good Governance, 9th Floor, SICOM Tower, Wall Street, Ebène and/ or on the following website:

   https://financialservices.govmu.org

(b) Applications should be submitted as follows: -

   (i) the original to be filled in by candidates and sent directly to the Manager, Human Resources Section, Ministry of Financial Services and Good Governance **within the closing date for submission of applications**; and

   (ii) the duplicate through their respective Supervising/ Responsible Officers who will forward it duly completed to the Human Resources Section of the Ministry of Financial Services and Good Governance **within a week of the closing date**.

(c) Envelopes should be clearly marked on the top left-hand corner “Post of Handy Worker”.

6. **CLOSING DATE OF APPLICATION**

(a) Applications should reach the Manager, Human Resources Section, Ministry of Financial Services and Good Governance **not later than 15.00 hrs on 16 October 2019**.

(b) Applications received after the closing date will **not** be considered.

7. **IMPORTANT**

(i) Incomplete, inadequate or inaccurate filling of the application form may cause 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 a candidate has already been appointed, to the termination of his appointment.

(ii) Qualifications obtained **after** the closing date for the submission of application as specified in the advertisement will **not** be accepted.

(iii) Applications **not** made on the prescribed form will **not** be accepted.

(iv) Applications received after the closing date mentioned at paragraph 7 will **not** be accepted.

(v) Only the best qualified candidates will be called for an interview.

Ministry of Financial Services and Good Governance
8th Floor,
SICOM Tower
Wall Street,
Ebène

Date: 26 September, 2019