**MINISTRY OF GENDER AND FAMILY WELFARE**

**CIRCULAR NOTE NO 2 OF 2023**

**Vacancy for the post of Handy Worker**

Applications are invited from serving employees on the permanent and pensionable establishment who wish to be considered for appointment as Handy Worker in the Ministry of Gender Equality and Family Welfare.

II. 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.

III. DUTIES

1. To collect keys and deposit same from/ to Police Station/Police Post and to open and close office premises.

2. To clean, among others, offices, stores, compound drains, gutters and maintain the physical environment at a good standard.

3. To handle and operate simple equipment such as photocopying machine.

4. To despatch documents.

5. To load, unload and move stores items, furniture, equipment and other materials.

6. To attend to visitors.

7. To destroy and dispose of waste materials.

8. To accompany officers in Government vehicles, as when required and help in case of breakdown.

9. To clean electrical appliances.

10. To perform simple gardening duties, as and when required.

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 a month.

**Appointment in a temporary capacity in the grade carries a flat salary of Rs 10, 950 a month. However, employees drawing salary more than initial salary of the post of Handy Worker will retain the salary of their substantive post.**

**V. MODE OF APPLICATION**

(i) Applications should be submitted on the prescribed form which may be obtained from the Human Resource Section of the Ministry of Gender Equality and Family Welfare, 6th Floor, Newton Tower, PORT LOUIS or download from the Ministry’s website on the following address; http;//gender.govmu.org.

(ii) Applications should be submitted in duplicate as follows:

* The original to be filled in by candidates at Section A and sent directly to the Ministry of Gender Equality and Family Welfare, Level 6, Newton Tower, Port Louis, **within the closing date** for submission of applications; and
* The duplicate through their respective Supervising/responsible officer who will forward it duly completed to the Human Resource Section, Ministry of Gender Equality and Family Welfare, Level 6, Newton Tower, Port Louis, **within a week of the closing date.**

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

**Important**

1. 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 ant relevant information. This may lead to an application being rejected or, if a candidate has already been appointed, to the termination of his appointment.
2. Qualifications obtained after the closing date for the submission of application as specified in the advertisement will **not** be accepted. Only qualified persons should apply.
3. Applications **not** made on the prescribed form will **not** be accepted.
4. A photocopy of birth and educational certificates **should** be submitted with applications but applications should produce the original if and when called upon to do so.

VI. **CLOSING DATE**

Applications should reach the **Permanent Secretary, Ministry of Gender Equality and Family Welfare, Attn: HR Section, 6th Floor, Newton Tower, Cnr Sir William Newton and Remy Ollier Streets, PORT LOUIS not later than 3.00 pm Tuesday 16 May 2023.**

Date: 26 April 2023 Ministry of Gender Equality and

Family Welfare

Level 7, Newton Tower

Sir Williams Newton Street,

**PORT LOUIS**