

Ministry of Foreign Affairs, Regional Integration and International Trade

Circular Note No.1 of 2022

Vacancy for the post of Stores Attendant at the Ministry of Foreign Affairs, Regional Integration and International Trade

Applications are invited from among qualified serving employees on the permanent and pensionable establishment who wish to be considered for appointment as Stores Attendant in the Ministry of Foreign Affairs, Regional Integration and International Trade.

II QUALIFICATIONS

By selection from among employees on the permanent and pensionable establishment 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 absence of candidates possessing the qualification at (i) above, consideration will be given to candidates who show proof of being literate.

Candidates should produce written evidence of any knowledge claimed.

III DUTIES

1. To be responsible to the officer in Charge of Procurement and Supply for -
 - (a) opening and closing of stores apertures, as required;
 - (b) cleaning the stores premises;
 - (c) collecting, loading, unloading and conveying stores items;
 - (d) opening packages, crates and cases;
 - (e) handling all stores items, as required;
 - (f) removing all packing materials and empty crates to appropriate places for their eventual disposal;
 - (g) packing stores items, as required;
 - (h) washing, cleaning and stowing empties;
 - (i) collecting and despatching stores correspondence, as required;
 - (j) placing and arranging items of stores on shelves and maintaining them clean and in an orderly manner; and
 - (k) preparing parcels of articles for issue to Mauritius mission overseas.

2. To assist the officer in charge of Procurement and Supply in works relating to surveys and inventories.
3. 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.

IV SALARY

The permanent and pensionable post carries salary in the scale **Rs 13,975 x 250 – 15,225 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,025**

Appointment in a temporary capacity in the grade carries a flat salary of Rs 13,975 a month. However, in case candidates are drawing more than the initial salary of the post of Stores Attendant, they will retain the salary of their substantive post.

IV MODE OF APPLICATION

1. Qualified candidates should submit their application on the prescribed application form available at the Human Resource Section of the Ministry of Foreign Affairs, Regional Integration and International Trade, 9th Floor, Newton Tower, Sir William Newton Street, Port Louis or on website of the Ministry at the following address: <http://foreign.govmu.org>
2. Applications should be submitted **in duplicate**, the original to be sent directly to the **Secretary for Foreign Affairs, Ministry of Foreign Affairs, Regional Integration and International Trade (Attn: Human Resource Section) 9th Floor, Newton Tower, Sir William Newton Street, Port Louis** and the duplicate through their respective Supervising/Responsible Officers who will forward it, duly completed, to the Secretary for Foreign Affairs **within a week of the closing date**.
3. A copy of birth and educational certificates should be submitted along with the application, but applicants should produce the original if and when called upon to do so.
4. Envelopes should clearly be marked “Post of Stores Attendant” on the top left-hand corner.

IMPORTANT

1. The completed Application Forms should contain full details regarding the applicant’s previous experience, qualifications and any other information which would qualify him to carry out the duties of the post of Stores Attendant.

2. Qualifications obtained **after** the closing date for submission of applications as specified in the advertisement will not be accepted. Only qualified persons should apply.
3. Incomplete, inadequate or inaccurate filling of the application form may cause elimination of the candidates from the selection exercise. 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.
4. Application **not** made on the prescribed form **will not be accepted**. The onus for the prompt submission of applications so that they reach the Secretary for Foreign Affairs in time, rests solely on applicants.
5. Application received **after** the closing date and time **will not be accepted**.
6. Non-submission of written evidence of knowledge claimed may entail elimination of the applicant.
7. Only qualified candidates should apply.
8. The Ministry reserves the right **not** to make any appointment following the advertisement and to convene only the best qualified candidates for interview.

V Heads of Ministries/Departments should ensure that the contents of this Circular are brought to the attention of all eligible employees. In case of eligible employees who are on leave/overseas, Heads of Ministries/Departments should ensure that copies of this Circular, together with the application form are dispatched to them on the very day on which this Circular reaches their respective Ministries/Departments.

VI CLOSING DATE

Candidates should submit their applications to the **Secretary for Foreign Affairs, Ministry of Foreign Affairs, Regional Integration and International Trade (Human Resource Section) 9th floor, Newton Tower, Sir William Newton Street, Port Louis, not later than 3.30 p.m. on Wednesday 27 April 2022.**

**Ministry of Foreign Affairs,
Regional Integration and
International Trade
9th floor, Newton Tower
Sir William Newton Street
Port Louis**

Date: 07 April 2022