Applications are invited from qualified Rodriguan candidates who wish to be considered for appointment as Supervisor of Cemeteries in the Public Infrastructure Division of the Rodrigues Regional Assembly.

II. AGE LIMIT

Candidates should have reached their 18th birthday and, unless already in the Service, should not have reached their 40th birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

Candidates should -

A. possess a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission; and

B. be computer literate.

NOTE

1. Candidates should produce written evidence of knowledge claimed.

2. The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.

3. The Commission reserves the right to convene only the best qualified candidates for interview.

IV. DUTIES AND SALARY

1. To be responsible for the –
   (a) administrative charge of Government cemeteries and to oversee the administration of private cemeteries in connection with the enforcement of regulations;
   (b) upkeep of cemetery grounds; and
   (c) keeping of registers in connection with the allocation of tombs, and the collection of grave rent.

2. To supervise Burial Ground Attendants (Rodrigues) (on roster) engaged in the digging, reopening and enclosing of graves.

3. To use ICT in the performance of his duties.
4. 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 Supervisor of Cemeteries in the roles ascribed to him.

**Note**

Supervisors of Cemeteries will be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.

The permanent and pensionable post carries salary in scale Rs 11,675 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 a month plus salary compensation at approved rates.

**V. MODE OF APPLICATION**

1. Qualified candidates should submit their application on **PSC Form 7** which may be obtained either from the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis or from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest-Side or from the Chief Commissioner’s Office, Port Mathurin, Rodrigues.

2. This advertisement together with the application form (PSC Form 7) are available on the website of the Public Service Commission at [http://psc.govmu.org](http://psc.govmu.org)

3. Acknowledgement of applications will be made as far as possible by e-mail. Candidates are therefore encouraged to submit their e-mail address.

4. Candidates are advised to read carefully the “**NOTES AND INSTRUCTIONS TO CANDIDATES**” before filling in the application form. Care should be taken to fill in the application form correctly. **Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the applicant.**

**VI. CLOSING DATE**

Applications should reach the Island Chief Executive, Chief Commissioner’s Office, Port Mathurin, Rodrigues, **not later than 3.15 p.m. on Tuesday 21 April 2015.**

**IMPORTANT**

The post which falls under the Establishment of the Rodrigues Regional Assembly is restricted for service in Rodrigues only. Any request for transfer or promotion to any similar or other posts in Mauritius will not be considered at any stage from any person who is selected for appointment.

Public Service Commission,
7, Louis Pasteur Street,
Forest Side,
MAURITIUS.

Date: 08 April 2015