

MINISTRY OF ENVIRONMENT, SOLID WASTE MANAGEMENT AND CLIMATE CHANGE

(ENVIRONMENT AND CLIMATE CHANGE DIVISION)

CIRCULAR NOTE NO 1 OF 2024

Vacancy for the post of Environmental Laboratory Auxiliary
Ministry of Environment, Solid Waste Management and Climate Change
(Environment and Climate Change Division)

Applications are invited from qualified serving employees on the permanent and pensionable establishment who wish to be considered for appointment as Environmental Laboratory Auxiliary in the Ministry of Environment, Solid Waste Management and Climate Change (Environment and Climate Change Division).

II. QUALIFICATIONS

By selection from among serving employees on the permanent and pensionable establishment who possess the Cambridge School Certificate with at least a pass in Biology or Chemistry or Physics or passes obtained on one certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language and Biology or Chemistry or Physics with at least Grade C in any two subjects or (ii) in six subjects including English Language and Biology or Chemistry or Physics with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission.

NOTE

In the absence of serving employees on the permanent and pensionable establishment possessing the above qualification, consideration will be given to serving employees who—

- (i) show proof of having sat for the Cambridge School Certificate Examination in Biology or Chemistry or Physics or the General Certificate of Education "Ordinary Level" Examination in at least five subjects at one sitting including Biology or Chemistry or Physics or an examination of equivalent standard acceptable to the Public Service Commission; and
- (ii) reckon experience in laboratory work.

Candidates should produce written evidence of experience claimed.

III. DUTIES AND SALARY

1. To clean the laboratories, benches, glasswares and other equipment.
2. To assemble apparatus and prepare solutions for analytical work.
3. To keep an updated register of chemicals, specimens, glasswares and other apparatus.

/2...

4. To assist the Senior Environmental Laboratory Auxiliary in –
 - (i) requisitioning of laboratory chemicals and equipment;
 - (ii) maintaining, including simple repairs of, minor equipment and ensuring security of laboratory equipment;
 - (iii) keeping broken apparatus and glasswares in safe custody for audit or stock verification purposes;
 - (iv) keeping simple records in connection with petty expenses, equipment and chemicals to be ordered and materials given on loan to other departments; and
 - (v) ensuring that all fixtures for gas, water and electricity in laboratories are in good working conditions
5. To keep balances and other apparatus in good working condition.
6. To accompany officers on site visits for sampling and field analysis purposes.
7. To perform simple analytical work.
8. To monitor environmental conditions within the Laboratory by recording temperature and humidity level, on a daily basis, with the use of thermometers and hygrometers.
9. 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 Environmental Laboratory Auxiliary in the roles ascribed to him.

The permanent and pensionable post carries salary in the scale of Rs 15,745 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 31525 a month.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 15,745 a month plus salary compensation at approved rates.

IV. MODE OF APPLICATION AND CLOSING DATE

1. Qualified candidates should submit their application on the prescribed form which may be obtained from the **Human Resource Section, Ministry of Environment, Solid Waste Management and Climate Change (Environment and Climate Change Division), Level 9, Ken Lee Tower, Corner St Georges and Barracks Streets, Port Louis or from the website of the Ministry at <https://environment.govmu.org>.**
2. Applications should be submitted **in duplicate** as follows:
 - (a) the original Application Form at Part A to be filled in by candidates and sent directly to the Human Resource Section of the Ministry of Environment, Solid Waste Management and Climate Change (Environment and Climate Change Division), Level 9, Ken Lee Tower, Corner St Georges and Barracks Streets, Port Louis **not later than 3.30 p.m. on 16 October 2024.**

/3...

- (b) the duplicate Application Form through their respective Supervising/Responsible Officer who will forward it duly completed under cover of a letter to the Human Resource Section of the Ministry of Environment, Solid Waste Management and Climate Change (Environment and Climate Change Division), Level 9, Ken Lee Tower, Corner St Georges and Barracks Street, Port Louis within the closing date for submission of applications; and
 - (c) photocopies of National Identity Card, Birth and Educational Certificates should be submitted along with applications.
3. Envelopes should be clearly marked on the top left-handed corner “Post of Environmental Laboratory Auxiliary, Ministry of Environment, Solid waste Management and Climate Change (Environment and Climate Change Division)”.
 4. The original of Birth and Educational Certificates should not be submitted with the applications but applicants should produce these if and when called upon to do so.

IMPORTANT

1. Qualifications obtained **after** the closing date will **not** be accepted. Only qualified persons should apply.
2. 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.
3. Application **not** made on the prescribed Form will **not** be accepted.
4. Application received **after** the closing date and time will **not** be accepted.
5. Only qualified candidates will be called for interview.
6. The Ministry reserves the right **not** to make any appointment following this advertisement.

**Ministry of Environment, Solid Waste Management
and Climate Change
(Environment and Climate Change Division)**

Date: 26 September 2024