



# MAURITIUS SOCIETY FOR ANIMAL WELFARE (MSAW)

*Join Hands To Save Animals*

## JOB SPECIFICATIONS

**Post: Handy Worker (On Roster)**

**Reporting Relationship:** Administrative Manager or any other person designated by Management

**Salary scale:** Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 – 22225 (proposed as per PRB 2021)

### **Qualifications:**

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

### **Candidates should:**

1. be medically and physically fit (candidate will be required to undergo a medical examination if selected);
2. be literate and be able to record incidences and other relevant details in occurrence book;
3. have a clean Certificate of Character;
4. be capable of dealing efficiently with members of the public; and
5. have a genuine interest and concern for the overall well-being of animals.

### **Duties and Responsibilities:**

1. Be responsible for the general care and maintenance of the hospital compound and MSAW animal shelters/holding pens.
2. Be responsible for feeding the sheltered animals.
3. To effect general cleaning works and disinfecting of offices, premises, sites, buildings, toilets, garden, yard, clinics, kennels, cages and vans.
4. To handle dogs and cats as and when required.
5. To wash and iron linen items, cooking and cleaning utensils and the kitchen.
6. To remove, load, transport materials, furniture and other items.
7. To handle animals for treatment.
8. To assist Veterinary Surgeons in cases of emergency.
9. To load and unload MSAW vehicles and dog catching vans with carcasses of dogs/cats.
10. To assist in the receipt and distribution of commodities.
11. To carry out excavation works/digging of holes at the dog cemetery for the burial of dogs / cats carcasses and help with the burial.
12. To collect and despatch correspondence, as and when required.
13. To ensure that all tool, equipment and accessories used are kept in good working condition.



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14. To run errands and answer calls, as and when required.
15. To participate in all activities of the MSAW (sterilisation, adoption, and so on) whenever required.
16. To report maintenance issues to the Supervising Officer when required.
17. To be responsible for the opening and closing of offices and for the collection, safekeeping and return keys.
18. To operate, manoeuvre and maintain the lawn mower, brush cutter and water pressure machine.
19. 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 a Handy Worker in the roles ascribed to him/her.

**Age limit:** Candidates, unless already in service, should not have reached their **49<sup>th</sup> birthday** by the closing date for the submission of applications.

### **Note**

**Handy Worker (on Roster) will be required to work outside normal working hours, including weekends and Public Holidays.**