

THE DISTRICT COUNCIL OF SAVANNE

MEMO

From: Human Resource Management Officer

To: Head of Departments

Date: 21 September 2023

Vacancies in the Workmen's Class

- (i) **Refuse Collector (Roster)**
- (ii) **Handy Worker**
- (iii) **Handy Worker (Special Class)**

District Council of Savanne

Please find enclosed copy of public advertisement dated 21 September 2023.

You are requested to bring to the attention of all **eligible employees** of your department, even those who are on leaves, the enclosed advertisement. Candidates should submit their applications **in duplicate**, the original should be sent directly to the Secretary of the Local Government Service Commission and the duplicate to the Human Resource Section, before the closing date of the advertisement.

You are also requested to inform the employees of your department that they should **enclose photocopies of their National Identity Card/academic/professional qualifications** and where applicable, **relevant documentary evidence of experience claimed** when applying for the post.

Evidence should be produced when required to the effect that all employees have been informed accordingly.

Application Forms 7a will be delivered to serving **qualified** candidates as from today.

Please find enclosed at Annex 1 a form to be filled by all **employees concerned** responsible for ensuring that all the employees in the department/sections have been informed accordingly.

You are kindly requested to fill in and return to the Human Resource Section the **attached form** to certify that needful has been done at your end **by latest 28 September 2023.**

Please affix the advertisement on Notice Boards accordingly.

I rely on your usual collaboration.

Yours faithfully



B.Dussaram (Ms)

HRMO

