LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO. 64 of 2015

Vacancy for the Post of Senior Inspector of Works
Local Government Service

(Details of this advertisement are also available at http://lgsc.govmu.org)

Applications are invited from among officers in the grade of Inspector of Works who wish to be considered for appointment as Senior Inspector of Works in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 25175 x 750 – 29675 x 900 – 34175 x 1200 – 37775 x 1500 - 39275 a month plus salary compensation at approved rates.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs. 25175 a month plus salary compensation at approved rates.

II. QUALIFICATIONS:

By selection from among officers in the grade of Inspector of Works reckoning at least two years service in the grade and possessing :-

(A) A Diploma of the University of Mauritius in either Civil Engineering or Mechanical Engineering or Electrical Engineering

Or

The National Diploma in Applied Mechanical & Electrical Engineering awarded by Mauritius Institute of Training and Development.

Or

The National Diploma in Building Services Engineering awarded by Mauritius Institute of Training and Development.

Or

The National Diploma in Civil Engineering awarded by Mauritius Institute of Training and Development (MITD)

Or

The National Diploma in Electrical and Electronic Engineering awarded by Mauritius Institute of Training and Development.

Or

Equivalent qualification acceptable to the Local Government Service Commission.

(B) Candidates should also possess :

(i) good communication and interpersonal skills;

(ii) organisation skills; and

(iii) supervisory and leadership skills.

Note:

(i) Inspector of Works in post as at 30 June 2008 will also be considered for appointment to the post of Senior Inspector of Works.

(ii) Senior Inspector of Works will be required to follow an in-service training course in prosecution duties.

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

(iv) Candidates should enclose photocopies of their National Identity Card and academic/professional qualifications and, where applicable, relevant documentary evidence of experience claimed.

III. ROLES AND RESPONSIBILITIES: -

1. To be responsible to the Chief Inspector of Works/Head, Public Infrastructure Department for the :

   (i) proper implementation and follow up of the Councils works and projects;

   (ii) proper inspection and maintenance of the Council's assets and submit a report twice yearly;

   (iii) proper estimation and purchase of materials and spare parts and any other equipment in accordance with the provisions made in the Public Procurement Act; and

   (iv) management and supervision of employees under his/her control and submit daily reports programs on the work carried out.

IV. DUTIES:

1. To work out daily work targets, after consultation with the Chief Inspector of Works/Head, Public Infrastructure Department to be achieved by junior work staff, establish daily reports on work and submit daily reports on work carried out.

2. To process applications for relevant Development Permits.

3. To draw plans for buildings, etc.

4. To ascertain that work is carried out as planned and in compliance with relevant norms and engineering practice.

5. To attend to complaints from the public and take up appropriate action.

6. To properly inspect and maintain the Council's asset.

7. To verify documents including ledgers used and entries made by junior staff in the performance of their duties.

8. To act on the daily reports submitted to him/her and take appropriate action accordingly.

9. To ensure that the latest relevant information/instructions are given on sites of work.

10. To provide proper guidance and training to junior staff.

11. To use ICT in the performance of his/her duties

12. To perform such other duties directly related to the main duties listed above or related to the delivery of output and results expected from incumbents in the roles ascribed to them according to their posting.

V. MODE OF APPLICATION

(i) Qualified candidates should submit their applications:

(a) **either**

on **LGSC Form 7** which may be obtained either from the office of the Local Government Service Commission, Louis Pasteur Street, Forest Side or from any Local Authority.

(b) **or**

online through the website of the LGSC at **http://lgsc.govmu.org** or through the Government Citizen Portal at **http://citizen.govmu.org**

Note 1: Details of this advertisement as well as the application form (LGSC Form 7) are also available on the website of the LGSC at the above-mentioned address.

Note 2: Prospective candidates willing to submit their applications online may also call during weekdays either at the seat of the Local Government Service Commission from 13 00 to 15 00 hours or at any Local Authority during the prescribed hours where such facilities are offered free of charge.

(ii) Candidates are encouraged to submit their applications online.

(iii) 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 one to their Responsible Officer, who will forward it to the Commission within a week after the closing date.

(iv) Candidates are advised to read carefully the **"NOTES AND INSTRUCTIONS TO CANDIDATES"** before filling in the application form.

(v) The envelope should be clearly marked on the top left-hand corner :-

"Post of Senior Inspector of Works, Local Government Service"

VI. CLOSING DATE

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side **not later than 15 00 hours on Monday 12 October 2015.**

IMPORTANT

(i) Qualifications and equivalence of qualifications obtained after the closing date will not be accepted. Only qualified persons should apply.

(ii) Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition.

iii) Applications not made on the prescribed form will not be considered

*(iv) Applications received after the closing date and time will not be accepted. The onus for the prompt submission of applications so that they reach the **Secretary** of the Commission in time lies solely on applicants.*

(v) The Commission reserves the right not to make any appointment following this advertisement.

Local Government Service Commission
Louis Pasteur Street
Forest Side

Date: 29 September 2015