

**LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO. 35 OF 2016**

**Vacancy for the Post of Building Inspector**

**Local Government Service**

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

Applications are invited from among qualified serving officers in the grade of Assistant Building Inspector who wish to be considered for appointment as Building Inspector in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 21475 x 475- 21950 x 625 - 23200 x 775 - 32500 x 925 - 36200 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 21475 a month.

**II. QUALIFICATIONS:**

*By selection from among Assistant Building Inspectors reckoning at least two years' service in a substantive capacity and who:*

- (a) have good organising, communication and interpersonal skills; and*
- (b) are computer literate.*

**NOTE:**

- 1. The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.**
- 2. Candidates should enclose photocopies of their National Identity Card, academic/technical qualifications and where applicable, equivalence of qualification and relevant documentary evidence of experience claimed.**

**III. DUTIES:**

- 1. To assist the Senior Building Inspector in carrying out the duties of the Building Section.**
- 2. To be responsible for all matters related to the receipt and processing of application for building permits and for the prompt delivery of such permits.**

3. To be responsible for the enforcement of laws and regulations governing the erection of buildings within the Council's area.
4. To supervise and provide proper guidance and training to Assistant Building Inspectors.
5. To advise applicants as regards compliance with laws and regulations when submitting applications.
6. To undertake site visits to ensure that proposals on drawings submitted can be met and to make relevant reports thereon and advise the applicants.
7. To ensure that all new constructions are duly assessed and being carried out according to plan submitted.
8. To report immediately and to follow up all cases where action is required in compliance with the related laws and regulations.
9. To prepare for submission of a monthly return of all newly completed or newly occupied houses.
10. To conduct surveys of buildings and draw plans as directed by the Council.
11. To issue notices in conformity with the provisions of the relevant parts of the regulations and legislations pertaining to the Building Section of the Council.
12. To carry out inspections within the Council's area in order to:
  - (i) detect any building contraventions and or related issues;
  - (ii) detect any illegal construction; and
  - (iii) report and take appropriate action thereon.
13. To assist in the prompt investigation into complaints from the public.
14. To use ICT in the performance of his/her duties.
15. To perform such other duties directly related to the main duties listed above or related to the delivery of output and results expected from Building Inspectors in the roles ascribed to them according to their posting.

#### IV. **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 Local Government Service Commission 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 Local Government Service Commission 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 Building Inspector, Local Government Service"**

## V. CLOSING DATE

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side so as to reach him **not later than 15 00 hours on Wednesday 21 December, 2016**

## 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:
  - (a) not to make any appointment following this advertisement; and
  - (b) to convene only the best qualified candidates for interview.

**Local Government Service Commission**  
**Louis Pasteur Street**  
**FOREST SIDE**

**Date: 8 December, 2016**

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