

**LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO. 28 OF 2017**

**Vacancy for the post of Inspector of Works**

**Local Government Service**

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

Applications are invited from officers in grade of Assistant Inspector of Works of the Local Government Service who wish to be considered for appointment as Inspector of Works 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 plus salary compensation at approved rates.

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

**II. QUALIFICATIONS:**

By selection from among Assistant Inspector of Works reckoning at least three years service in a substantive capacity in the grade.

**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 and be responsible to the Senior/Chief Inspector of Works for the smooth running of the various sections.
2. To make the morning roll call and verify the attendance of employees during the course of the day.
3. To inform junior staff of all the latest relevant information/instructions;
4. To assist the Senior Inspector of Works in the deployment of labour as well as conveying the targets.

5. To supervise junior staff on site of work in the course of the day and submit daily written report on their work as well as on other occurrences/shortcomings.
6. To carry out site inspections with a view to checking time sheets materials used and ascertaining that works are carried out as planned and in compliance with relevant norms and engineering practice and to report in writing daily progress.
7. To prepare for submission of daily record of works and to assist in the preparation and checking of estimates.
8. To manage staff under his/her control.
9. To keep and update a tool's ledger, make requisitions and secure the proper use of materials on sites of work and in the store at sub-section.
10. To draw out materials, uniforms and spare parts from stores and to ensure that employees who have been provided with uniform/protective clothing wear same on duty.
11. To ensure, by making surprise checks on sites of work, that stores equipment are properly used, returned, maintained and safeguarded and to report promptly any irregularity in writing.
12. To be responsible for the proper use and safe keeping of tools, materials and equipment under his/her charge.
13. To attend to complaints from the public and report promptly any irregularity in writing.
14. To carry out inspection within the Council's area in order to detect any building, road, drain and related construction and report any such occurrences in writing as well as arranging for timely action to be taken accordingly by the Local Authority or any other organization.
15. To inspect the Council's assets regularly and submit report in writing.
16. To use ICT in the performance of his/her duties.
17. To perform such other duties directly related to the main duties listed above or related to the delivery of output and results expected from Inspectors of Works 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 Inspector of Works, Local Government Service"**

#### V. CLOSING DATE

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side **not later than 15 00 hours on Thursday 13 April, 2017.**

## **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: 31 March, 2017**