

LOCAL GOVERNMENT SERVICE COMMISSION

Vacancy for the Post of Assistant Building Inspector

Local Government Service

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

Applications are invited from qualified candidates who wish to be considered for appointment as Assistant Building Inspector in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 14600 x 275 - 15150 x 300 - 15750 x 325 - 17700 x 375 - 19575 x 475 - 21950 x 625 - 23200 x 775 - 31725 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 14600 a month.

II. AGE LIMIT:

Candidates should have reached their **18th** birthday and unless already in the Local Government Service/Public Service/Approved Service, should not have reached their **40th** birthday by the closing date for the submission of applications.

III. QUALIFICATIONS:

A. A Cambridge Higher School Certificate with passes at Principal Level in at least two subjects including Geometrical and Mechanical Drawing **or** Design and Technology (Communication) obtained on one certificate **or** passes in at least two subjects including Geometrical and Mechanical Drawing **or** Design and Technology (Communication) obtained on one certificate at the General Certificate of Education "Advanced Level".

Or

An equivalent qualification acceptable to the Local Government Service Commission

B. Candidates should be 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.
3. Candidates may be requested to submit a Certificate of Character.

IV. DUTIES:

1. To assist the Building Inspector in the performance of his/her duties and in particular to:
 - (i) survey all buildings within the Council's administrative area in order to detect and report those not yet assessed and entered in the Valuation list;
 - (ii) take measurements of land and surface area of buildings to be assessed;
 - (iii) trace site and location plans to scale;
 - (iv) inquire, investigate and provide any information required and full particulars with respect to ownership of premises, parceling and subdivision of land, type of buildings constructed in the Council's administrative area;
 - (v) carry out searches at the Registration Office whenever required for particulars concerning title deeds;
 - (vi) submit weekly report on progress of works and keep a diary in which all in and out movements made by him/her are recorded;
 - (vii) carry out office work as and when required; and
 - (viii) enforce laws and regulations governing the erection of building within the Council's area.
2. To use ICT in the performance of his/her duties.
3. 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 the 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 on 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 already in the Local Government Service 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 Assistant Building Inspector - 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 Tuesday 21 November 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.*
- (vi) *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: 08 November 2017