

**LOCAL GOVERNMENT SERVICE COMMISSION**

**VACANCY FOR THE POST OF ENGINEERING ASSISTANT  
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 Engineering Assistant in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 22575 x 625 - 23200 x 775 - 32500 x 925 - 37125 x 1225 - 40800 x 1525 - 48425 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 22575 a month.

**II. AGE LIMIT**

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

**III. QUALIFICATIONS**

Candidates should possess:

- A. The Ordinary Technician Diploma in Building and Civil Engineering awarded by the City and Guilds of London Institute

**Or**

A Diploma in Civil Engineering from a recognised institution

**Or**

Un Diplôme Universitaire Supérieure de Technologie en Génie Civil awarded by the Université des Mascareignes (or the ex-Institut Supérieure de Technologie)

**OR**

An equivalent qualification acceptable to the Local Government Service Commission.

B. Candidates should also:

- (i) have good communication and interpersonal skills;
- (ii) have a high sense of integrity and maturity; and
- (iii) have supervisory and organisational skills.

#### **NOTE**

1. **The onus for the submission of equivalence of qualification and recognition of institution (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of Equivalence Certificate, as appropriate, by the closing date.**
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.**
4. **Candidates may be outposted to any sub office of the Local Authority.**

#### **IV. ROLES AND RESPONSIBILITIES**

To assist the Civil Engineer and the Head, Public Infrastructure Department in the implementation and general management of all civil engineering works of the Local Authority.

#### **V DUTIES:**

1. To assist the Civil Engineer and the Head, Public Infrastructure Department in the following:
  - (a) the preparation and implementation of civil and building engineering projects within the Local Authority;
  - (b) the preparation of technical reports on the status of projects undertaken by the Local Authority and any other matter pertaining to the activities of the Public Infrastructure Department;
  - (c) the implementation and application of relevant parts of:
    - (i) The Building Control Act;
    - (ii) The Road Act;
    - (iii) The Local Government Act;

- (iv) The Town and Country Planning Act;
  - (v) The Business Facilitation Act;
  - (vi) The Planning and Development Act; and
  - (vii) The Morcellement Act.
- (d) the assessment and follow up of the state of infrastructure and buildings falling under the responsibility of the Local Authority;
  - (e) the assessment of buildings and projects prior to delivery of Building and Land Use Permit;
  - (f) the verification of building projects for which permits have been issued by the Local Authority;
  - (g) the vetting of design reports/calculations/structural drawings submitted by Consultants;
  - (h) the preparation of annual report and estimates for the Public Infrastructure Department;
  - (i) the preparation of estimates and bid documents for minor projects; and
  - (j) the running of certain specific sections of the Department assigned by the Civil Engineer.
2. To control and supervise the work of employees under his responsibility.
  3. To update records of roads, drains and street lanterns within the Local Authority.
  4. To represent the Council on Boards, Committees and meetings as and when required.
  5. To use ICT in the performance of his duties.
  6. 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 postings.

## VI. 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 Local Government Service Commission 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.

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

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

**“Post of Engineering Assistant -  
Local Government Service”**

## VII. CLOSING DATE

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side **not later than 15 00 hours on Monday 26 November 2018.**

### **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: 13 November 2018.**