

**LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO. 48 OF 2018**

**VACANCY FOR THE POST OF CHIEF 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 Senior Inspector of Works who wish to be considered for appointment as Chief Inspector of Works in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 30950 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 30950 a month

**II. QUALIFICATIONS:**

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

(A) Diploma in Civil Engineering or Mechanical Engineering or Electrical Engineering awarded by the University of Mauritius.

Or

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

Or

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

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 (MITD)

Or

Equivalent qualifications acceptable to the Local Government Service Commission.

**Note:**

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

(B) Candidates should also possess:-

- (a) Good communication and interpersonal skills;
- (b) Good organizational skills; and
- (c) Be able to lead and manage a team of officers.

**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/professional qualifications and where applicable, equivalence of qualification and relevant documentary evidence of experience claimed.**
3. **Candidates may be outposted to any sub office of the Local Authority.**

### **III. ROLES AND RESPONSIBILITIES:**

To be responsible to the Head, Public Infrastructure Department/Management and to assist the latter in the implementation and the efficient operation of the Public Infrastructure Department for the:

- (i) timely execution of works, distribution of works and deployment of labour within the Department;
- (ii) proper supervision of all Council's works and projects;

- (iii) proper maintenance of the Council's assets;
- (iv) proper dissemination of information; and
- (v) proper supervision of employees under his/her control.

IV. **DUTIES:**

1. To supervise daily work being carried out to ascertain that they are being carried out as planned and in compliance with relevant norms and engineering practice and submit a report accordingly.
2. To report in writing on the daily progress of work being carried out.
3. To report to the Head, Public Infrastructure Department, in writing, of any departure from the prescribed rules and assignment in the conduct and work performance of the labour force.
4. To monitor the performance of his subordinates.
5. To provide proper guidance and training to junior staff.
6. To inspect and maintain the Council's assets and submit a full comprehensive report twice yearly.
7. To keep a constant check on the expenditure on all works and to ensure that the expenditure sanctioned for each work is not exceeded.
8. To ensure the proper estimation and purchase of materials and spare parts and any other equipment in accordance with the provision made in the Public Procurement Act.
9. To prepare relevant drawings and estimates and monitor all projects.
10. To ensure the timely follow up of projects and submit reports to Head, Public Infrastructure Department accordingly.
11. To draft reports, submit information required by the Head, Public Infrastructure Department and deal with queries passed on to him from any other department on behalf of the Head, Public Infrastructure Department.
12. To process applications for relevant Development Permits.

13. To assist the Head, Public Infrastructure Department in the compilation and preparation of the annual report and estimates for the Public Infrastructure Department.
14. To ensure cleanliness of the Workshop.
15. To use ICT in the performance of his/her duties.
16. 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 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 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 Chief 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 **Wednesday 10 October 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.*
- (v) *The Commission reserves the right:*
  - (a) *not to make any appointment following this advertisement;*
  - (b) *to convene only the best qualified candidates for interview.*

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

**Date: 27 September 2018**