

**LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO 20 OF 2021**

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

The permanent and pensionable post carries salary in the scale of Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 27,075 a month.

**II. QUALIFICATIONS**

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

(A) A Diploma of the University of Mauritius in either Civil Engineering or Mechanical Engineering or Electrical Engineering

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 qualification acceptable to the Local Government Service Commission.

Note 1:

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

Note 2:

Senior Inspector of Works will be required to follow an in-service training course in prosecution duties.

(B) Candidates should also possess:-

- (a) good communication and interpersonal skills;
- (b) organisation skills; and
- (c) supervisory and leadership skills.

**NOTE 1:** The onus for the submission of equivalence of qualification and recognition of institution (if applicable) from the relevant authorities (Higher 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

**NOTE 2:** Candidates should enclose photocopies of their National Identity Card and academic/technical qualifications and, where applicable, relevant documentary evidence of all experience claimed.

**NOTE 3:** Applicants are informed that they may be outposted to any Sub Office of the Local Authority, and also, with the approval of the appropriate authority, to any other Local Authority where their services will be required.

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

To be responsible to the Chief Inspector of Works/Head, Public Infrastructure Department for the:

- (i) proper implementation and follow up of the Councils works and projects;
- (ii) proper inspection and maintenance of the Council's assets and submit report twice yearly;
- (iii) proper estimation and purchase of materials and spare parts and any other equipment in accordance with the provision made in the Public Procurement Act; and

- (iv) management and supervision of employees under his/her control and submit daily reports programs on the work carried out.

#### **IV. DUTIES**

1. To work out daily work targets, after consultation with the Chief Inspector of Works/Head, Public Infrastructure Department to be achieved by junior work staff, establish daily reports on work and submit daily reports on work carried out.
2. To process applications for relevant Development Permits.
3. To draw plans for buildings, etc.
4. To ascertain that work is carried out as planned and in compliance with relevant norms and engineering practice.
5. To attend to complaints from the public and take up appropriate action.
6. To properly inspect and maintain the Council's asset.
7. To verify documents including ledgers used and entries made by junior staff in the performance of their duties.
8. To act on the daily reports submitted to him/her and take appropriate action accordingly.
9. To ensure that the latest relevant information/instructions are given on sites of work.
10. To provide proper guidance and training to junior staff.
11. To use ICT in the performance of his/her duties.
12. 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 on LGSC Form 7a which may be obtained either from the Office of the Local Government Service Commission, Louis Pasteur Street, Forest Side or from any Local Authority.

**Note:** Details of this advertisement as well as the application form (LGSC Form 7a) are also available on the website of the Local Government Service Commission at the following address:  
<http://lgsc.govmu.org>.

- (ii) 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.
- (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 Senior Inspector of Works,  
Local Government Service**

**VI. CLOSING DATE**

Qualified candidates should submit their applications to the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side so as to reach him **not later than 3.00 p.m. on Monday 01 March 2021**.

**IMPORTANT**

- (i) *Qualifications/equivalence of qualifications and recognition of institution 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; and*
  - (c) *to fill from this selection exercise, any vacancy which might occur in other Local Authorities.*

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

**Date: 16 February 2021**