

LOCAL GOVERNMENT SERVICE COMMISSION
Vacancy for the Post of Head, Public Infrastructure Department
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 Head, Public Infrastructure Department in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 72400 a month plus salary compensation at approved rates.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs. 38350 a month plus salary compensation at approved rates.

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. By selection from among Civil Engineers reckoning at least five years' post qualification experience in the Public Sector or in a well-established organisation and who possess:

- (i) overall knowledge in civil and building project management;
- (ii) knowledge of administrative stores and financial procedures relating to civil engineering and building contract;
- (iii) sound administrative and organising ability;
- (iv) good communication and supervisory skills; and
- (v) strong interpersonal and managerial skills

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/professional qualifications and where applicable, equivalence of qualification and relevant documentary evidence of experience/knowledge claimed.
3. Candidates may be requested to submit a character certificate.

IV. ROLE AND RESPOSIBILITIES:

To be responsible to the Chief Executive for:

- (i) the supervision, management and maintenance of discipline of the staff falling under his responsibility;
- (ii) the implementation and application of the relevant parts of:
 - (a) the Building Act;
 - (b) the Road Act;
 - (c) the Local Government Act;
 - (d) the Town and Country Planning Act; and
 - (e) Business Facilitation Act
- (iii) the proper maintenance of equipment and proper use of materials;
- (iv) ensuring that the administrative, stores and financial procedures relating to civil engineering and building contracts are properly followed; and
- (v) the preparation of bids/evaluation for all projects of the Council and assist in formulation of policies in respect of buildings and civil engineering projects.

V. DUTIES:

1. To advise the Council on:
 - (i) engineering matters and implement its decision; and
 - (ii) financial aspect of projects.
2. To guide, supervise and coordinate the work of the Civil Engineers and inspectorate staff of the Council.
3. To submit progress reports to the Council, Committees and Chief Executive.
4. To monitor and streamline execution of all maintenance works and issues within the various sections falling under the jurisdiction of the Council.

5. To ensure proper management and use of funds.
6. To prepare budget estimates for building and civil engineering projects.
7. To ensure that budget expenditure for building projects are properly monitored.
8. To ensure the proper monitoring and co-ordination of the progress of civil engineering projects.
9. To ensure the proper follow up and regular assessment of the state of infrastructure falling under the responsibility of the Council.
10. To review reports from Consultants and to co-ordinate the works of these Consultants on progress of the Council.
11. To ensure that assessment of Buildings and projects is carried out prior to delivery of Building and Land Use Permits.
12. To devise and ensure the implementation of training programmes for the Technical Staff of the Engineering and Public Infrastructure Department.
13. To discuss with organisations in connection with the financing of projects.
14. To represent the Council on Boards and Committees.
15. To consult the Legal Adviser as and when required.
16. To use ICT in the performance of his 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 incumbents in the roles ascribed to them according to their posting.

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 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 Head, Public Infrastructure Department - 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 Tuesday 30 January 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; and*
 - (b) *to convene only the best qualified candidates for interview.*

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

Date: 17 January 2018