MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 46 OF 2020

Vacancy for Post of Assistant Housing Officer
Rodrigues Regional Assembly (Housing)

Applications are invited from qualified Rodriguan candidates who wish to be considered for appointment as Assistant Housing Officer in the Rodrigues Regional Assembly (Housing).

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their 40th birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

Candidates should:

A. possess a Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Public Service Commission; and

B. be computer literate.

NOTE

1. Candidates should produce written evidence of knowledge claimed.

2. The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (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 written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.

3. Candidates may be required to sit for a written examination as part of the selection process.

4. The Commission reserves the right:

   (i) to convene only the best qualified candidates for interview; and

   (ii) not to make any appointment following this advertisement.
IV. DUTIES AND SALARY

1. To assist the officer in charge of the Housing unit in the management of public housing estates.

2. To check and report on the occupancy of houses and proper applications of conditions of sales and leases.

3. To assist in the processing of applications for transfers/sales/extensions of houses and renewals of state land leases.

4. To investigate into complaint cases and report thereon.

5. To compile details on infrastructural and other problems on public housing estates and assist the officer in charge of the Housing unit in preparing reports.

6. To assist in initiating legal action.

7. To be involved in Community Welfare Work in public housing estates.

8. To keep case history records for arrears and follow-up of arrears in revenue cards.

9. To post payments in revenue cards and prepare monthly returns.

10. To use ICT in the performance of his duties.

11. 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 Assistant Housing Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 16,075 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 38,350 a month.

V. MODE OF APPLICATION

1. Qualified candidates should submit their application on PSC Form 7 which may be obtained either from the Enquiry Counter of the Ministry of Public Service, Administrative and Institutional Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis or from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest-Side or from the Chief Commissioner’s Office, Port Mathurin, Rodrigues or from the offices of the Mauritius High Commissions/Embassies Overseas.
2. This advertisement together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at http://psc.govmu.org

3. Acknowledgement of applications will be made, as far as possible, by e-mail. Candidates are, therefore, advised to submit their e-mail address.

4. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS TO CANDIDATES” before filling in the Application Form. Care should be taken to fill in the Application Form correctly. Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.

VI. CLOSING DATE

Applications should reach the Island Chief Executive, Chief Commissioner’s Office, Port Mathurin, Rodrigues, not later than 3.15 p.m. (local time) on Wednesday 30 September 2020. Applications received after the specified closing date and time will not be considered.

IMPORTANT

The post which falls under the Establishment of the Rodrigues Regional Assembly is restricted for service in Rodrigues only. Any request for transfer or promotion to any similar or other posts in Mauritius will not be considered at any stage from any person who is selected for appointment.

Date: 17 September 2020

Public Service Commission,
7, Louis Pasteur Street,
Forest Side,

MAURITIUS.