MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO.27 OF 2015

Vacancy for Post of Assistant Inspector of Works
Ministry of Education and Human Resources,
Tertiary Education and Scientific Research

Applications are invited from qualified candidates who wish to be considered for appointment as Assistant Inspector of Works in the Ministry of Education and Human Resources, Tertiary Education and Scientific Research.

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

1. Candidates should possess –

   A. a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

   Note

   Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations; and

   B. the Ordinary Technician Diploma in Building and Civil Engineering awarded by the City and Guilds of London Institute or the Technician Diploma in Construction or in Construction Industry awarded by the City and Guilds of London Institute or
the “Brevet de Technicien” in Civil Engineering or in Building Construction awarded by the Lycée Polytechnique Sir Guy Forget.

OR

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

2. Candidates should be computer literate.

NOTE

1. In the absence of candidates possessing the qualifications at 1.B above, consideration will be given to candidates possessing the Technician Certificate in Construction or the Technician Certificate Part I in Construction awarded by the City and Guilds of London Institute or an equivalent qualification acceptable to the Public Service Commission.

2. Candidates should produce written evidence of knowledge claimed.

3. The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.

4. The Commission reserves the right to convene only the best qualified candidates for interview.

IV. DUTIES AND SALARY

1. To be responsible to the officer in charge of the Regional Directorate for-
   (a) the roll call of manual workers under his supervision;
   (b) the keeping of up-to-date registers giving particulars of full name, home address, date of birth, qualifications, date of appointment as well as records of leave for all manual workers under his supervision;
   (c) the keeping of time books and progress books;
   (d) the preparation of requisitions, the physical custody of stores, the receipt and issue of materials, tools/equipment on sites of work and the keeping of appropriate records;
   (e) the co-ordination with relevant authorities for maintenance/repair works in schools;
   (f) reporting to the Inspector of Works and Technical Officers of the region on all matters pertaining to maintenance/repair works; and
   (g) taking such measures as may be necessary for the safety of workers and the public on sites of work.
To process applications for leave in respect of workers under his supervision and refer them for approval.

To prepare simple estimates, bills, paysheets and monthly returns.

To distribute maintenance works and supervise workers on sites of work.

To give assistance in the estimation of quantity of materials and their procurement.

To ensure the availability of materials and their effective use as well as the keeping of proper records on the stock of materials.

To carry out detailed surveys in connection with maintenance/repair works.

To visit sites of work on all working days including school holidays.

To assist Inspectors of Works in the discharge of their duties.

To use ICT in the performance of his duties.

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 Assistant Inspectors of Works in the roles ascribed to them.

The permanent and pensionable post carries salary in scale Rs 12,925 x 250 – 13,675x300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 28,925 a month plus salary compensation at approved rates.

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 Civil Service and Administrative 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 Commission/ Embassies overseas.

2. Candidates already in the service should submit their application in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising/Responsible Officers.

3. 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
4. Candidates are encouraged to submit on-line application through the government web portal at http://www.govmu.org

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

6. 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 applicant.

VI. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m on Thursday 30 July 2015.

Date: 10 July 2015

Public Service Commission, 7, Louis Pasteur Street, FOREST SIDE.