MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO.29 OF 2015

Vacancies for Post of Housing Development Officer
Ministry of Housing and Lands

Applications are invited from qualified candidates who wish to be considered for appointment as Housing Development Officer in the Ministry of Housing and Lands.

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 –
   A. possess a degree from a recognised institution in one of the following fields –
      Housing
      Civil Engineering
      Town and Country Planning
      Architecture
      Quantity Surveying
      Actuarial Science
      or an equivalent qualification acceptable to the Public Service Commission
      OR
   B. be holders of a Land Surveyor’s Commission issued under Section 4 of the Land Surveyor’s Act.

2. Candidates should be computer literate.

NOTE

1. Candidates should produce written evidence of knowledge claimed.
2. The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.
3. The Commission reserves the right to convene only the best qualified candidates for interview.
IV. DUTIES AND SALARY

1. To be responsible to the Principal Housing Development Officer for the performance of the following duties -
   (i) collection and analysis of data and establishment of housing databases and indicators;
   (ii) implementation of housing policies and strategies;
   (iii) promotion of the availability of land for housing and development;
   (iv) preparation of housing schemes, especially for low income groups and of upgrading schemes in respect of low income settlements;
   (v) advising on building materials, standards and techniques;
   (vi) examining and processing claims for payment to consultants/contractors;
   (vii) reviewing and updating legislation on housing matters;
   (viii) liaising with local authorities, community and non-governmental organisations; and
   (ix) attending meetings and effecting site inspections, as and when required.

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

3. 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 Housing Development Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 27,425 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 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 Monday 03 August 2015.**

Date: 14 July 2015