

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 111 OF 2016

Vacancies for Post of Property Valuation Inspector **Valuation Department** **Ministry of Finance and Economic Development**

Applications are invited from qualified candidates who wish to be considered for appointment as Property Valuation Inspector in the Valuation Department of the Ministry of Finance and Economic Development.

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.** (i) a Cambridge School Certificate with credit in at least five subjects including English Language, French, Mathematics and either Economics or Additional Mathematics or Geometrical and Mechanical Drawing obtained at not more than two sittings or
- (ii) Passes not below Grade C in at least five subjects including English Language, French, Mathematics and either Economics or Additional Mathematics or Geometrical and Mechanical Drawing 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.

- B.** A Cambridge Higher School Certificate with a pass at Principal Level in Mathematics or Passes in at least two subjects including Mathematics obtained on one certificate at the General Certificate of Education “Advanced Level”.

OR

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

2. Candidates should –
- (i) be computer literate;
 - (ii) have a good command of English and French;
 - (iii) have the ability to work effectively in a team; and
 - (iv) possess good interpersonal and communication skills and the ability to interact effectively with people at all levels.

NOTE

1. Qualification at 1.**A** above should have been obtained prior to qualification at 1.**B** above.
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 (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered failing the non-submission of Equivalence Certificate, as appropriate, by the closing date.**
4. The Commission reserves the right to convene **only** the best qualified candidates for interview.

IV. CONDITIONS OF TRAINING

Selected candidates will be appointed in a temporary capacity in the first instance and they will be required to undergo an in-house training for a period of at least one year. On successful completion of the training, they will be considered for appointment in a substantive capacity.

V. DUTIES AND SALARY

1. To undertake referencing, measurement and survey of buildings, and inspection of land for valuation purposes.
2. To draw plans of buildings to scale and compute areas.
3. To undertake rating and valuation work under the Local Government Act, 1962, as subsequently amended.

4. To prepare survey/referencing sheets and factual reports.
5. To file survey sheets and other documents properly.
6. To prepare index cards and update and maintain the index cards system.
7. To issue rent return to owner/occupier of immovable properties and classify information returned.
8. To collect rental and other information as may be required for valuation purposes.
9. To prepare and update street sheets in respect of Municipal areas and other areas.
10. To prepare and maintain the various registers.
11. To carry out searches and collect information from the Registrar-General's Department and other relevant authorities.
12. To perform related clerical work.
13. To perform word processing and ICT functions related to the work.
14. 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 Property Valuation Inspectors in the roles ascribed to them.

The permanent and pensionable post carries salary in scale Rs 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 33,425 a month.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 15,150 a month.

VI. 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.**

VII. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. on Wednesday 30 November 2016.**

Date: 17 November 2016

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