MAURITIUS PUBLIC SERVICE

Vacancies for Post of Assistant Inspector of Works
Ministry of Public Infrastructure, National Development Unit,
Land Transport and Shipping (Public Infrastructure Division)

Applications are invited from qualified candidates who wish to be considered for appointment as Assistant Inspector of Works in the Ministry of Public Infrastructure, National Development Unit, Land Transport and Shipping (Public Infrastructure Division).

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

**IV. DUTIES AND SALARY**

1. To be responsible 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 distribution of work and supervision of workers on sites of work;

   (e) the preparation of simple estimates, bills, paysheets and monthly returns;

   (f) 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;

   (g) reporting to the Inspector of Works on all matters pertaining to maintenance/repair works;
(h) taking such measures as may be necessary for the safety of workers and the public on sites of work.

(i) the organisation of transport for workers and materials to sites of work; and

(j) the maintenance, including refueling, of vehicles and plants under his supervision.

2. To process applications for leave in respect of workers under his supervision and refer them for approval.

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

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

5. To assist in surveys in connection with maintenance/repair works.

6. To assist Inspectors of Works in the discharge of their duties including the supervision of work allocated to private contractors.

7. To take charge of the site from the Watchman/Security Officer in the morning and hand over same in the afternoon before leaving the site.

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

9. 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 11,750 x 250 – 12,500 x 300 – 14,300 x 350 – 16,050 x 450 – 18,300 x 600 – 19,500 x 750 – 26,250 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 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.gov.mu](http://psc.gov.mu)

4. On-line application can also be submitted through the government web portal at [http://www.gov.mu](http://www.gov.mu)

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

6. Candidates are 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 Wednesday 06 March 2013.**

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Date: 14 February 2013

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