

MAURITIUS PUBLIC SERVICE
PUBLIC ADVERTISEMENT NO. 27 OF 2024

Vacancies for Post of Assistant Inspector of Works
Ministry of National Infrastructure and Community Development
(National Infrastructure Division)

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

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their **45th** birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

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 on one certificate or passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate at the General Certificate of Education “Ordinary Level” or an equivalent qualification acceptable to the Public Service Commission.

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.** (i) the Ordinary Technician Diploma in Building and Civil Engineering awarded by the City and Guilds of London Institute or
- (ii) the Technician Diploma in Construction or in Construction Industry awarded by the City and Guilds of London Institute or
- (iii) the “Brevet de Technicien” in Building Construction (Bâtiment) awarded jointly by the Mauritius Examinations Syndicate and the Lycée Polytechnique Sir Guy Forget.

OR

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

C. Candidates should be computer literate.

NOTE

In the absence of candidates possessing the qualifications at **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.

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 qualifications (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 of Certificate, as appropriate, by the closing date.**
3. Candidates may be required to take part in a written examination.
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 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 assist in estimating the quantity of materials in an operation 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 Surveillant 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 the Assistant Inspector of Works in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 17,305 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 36,550 a month.

V. MODE OF APPLICATION

1. Qualified candidates are advised to submit their application **electronically** at the following address: **<https://psc.govmu.org>**
2. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from **09 00 hours to 15 30 hours on weekdays and not later than 15 00 hours on the closing date.**
3. Candidates are requested to follow the procedures that can be accessed through the **“How to Apply”** option on the above address.
4. Candidates already in the service **should** also submit a printed copy of their electronic Application Form, **duly signed**, through their respective Supervising Officer/Responsible Officer.
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. For queries regarding **Username and Password**, the Government Online Centre (GOC) may be contacted on the e-mail address **support@ncb.mu** or on phone number **454 9955**.
7. For **technical support and other queries**, the helpdesk of the Public Service Commission may be contacted on the e-mail address **pdsc@govmu.org** or phone number **670 9705** or fax number **670 3417**.
8. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to Public Advertisement)”** before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**
9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may 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.

VI. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours (local time) on Thursday 23 May 2024.** Applications received after the specified closing date and time will **not** be considered.

Date: 03 May 2024

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