

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 78 OF 2020

Vacancy for Post of Assistant Maintenance Officer
Office of the President

Applications are invited from qualified candidates who wish to be considered for appointment as Assistant Maintenance Officer in the Office of the President.

Note: Candidates who applied for the post in response to Public Advertisement No. 52 of 2019 dated 24 May 2019 should submit fresh applications.

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

Candidates should possess:

- A. (i) 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
- (ii) 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.

- 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 Civil Engineering or in Building Construction awarded by the Mauritius Institute of Training and Development [formerly awarded by the Lycée Polytechnique Sir Guy Forget].

OR

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

C. Candidates should:-

- (i) reckon at least one year’s experience in building construction/electrical works; and
- (ii) be computer literate.

NOTE

1. Candidates should produce written evidence of experience/knowledge claimed.
2. **The onus for the submission of written evidence of experience/knowledge claimed and equivalence of qualification (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 experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**
3. Candidates may be required to sit for a written examination as part of the selection process.

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 assist in the supervision of engineering works including works by contractors.
2. To make regular inspection of existing infrastructure and to report to the Maintenance Officer any remedial action that needs to be taken.
3. To assist in the maintenance and upkeep of the grounds, buildings and related infrastructure.
4. To make arrangements for the repairs of plant, furniture and equipment.
5. To guide, supervise and control maintenance staff, including General Workers and gardeners.
6. To assist the Maintenance Officer in the:-
 - (a) keeping of a progress book;
 - (b) distribution and supervision of work;
 - (c) preparation of estimates for work to be undertaken;
 - (d) submission of requests for overtime;
 - (e) preparation of requisitions; and
 - (f) receipt and issue of tools.
7. To ensure that safety and precautionary measures relating to water and electricity infrastructure are observed.

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 Maintenance Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 14,600 x 275 -15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 31,725 a month.

V. MODE OF APPLICATION

1. Qualified candidates are advised to submit their application **electronically** at the following address:

<http://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 **9.00 a.m. to 3.30 p.m. on weekdays and not later than 3.00 p.m. 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 & 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 3.00 p.m. (local time) on Wednesday 27 January 2021.** Applications received after the specified closing date and time will **not** be considered.

Date: 07 January 2021

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