

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 57 OF 2021

Vacancy for Post of Housing Development Officer
Ministry of Housing and Land Use Planning

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

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 Surveyors Act.

2. Candidates should be computer literate.

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 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 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 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 29,400 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 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 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.
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 Officer/Responsible Officer.
3. This advertisement together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at **<https://psc.govmu.org>**
4. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
5. 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 candidate.**

VI. CLOSING DATE

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours (local time) on Wednesday 06 October 2021.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 16 September 2021

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