

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 58 OF 2021

Vacancies for Post of Property Valuation Inspector **Ministry of Housing and Land Use Planning** **(Valuation Department)**

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

NOTE

1. Qualification at 1.A above should have been obtained prior to qualification at 1.B above.
2. Candidates should produce documentary evidence of knowledge claimed.
3. **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.**
4. Candidates may be required to sit for a written examination as part of the selection process.
5. 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. TRAINING

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo training in both theoretical and practical aspects of the work of Property Valuation Inspector for a period of at least one year, as approved and arranged by the Valuation Department. On satisfactory completion of the training and on being favourably reported upon, they will be considered for appointment as Property Valuation Inspector 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, 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 draft proposals and notices to ratepayers.
8. To issue rent return to owner/occupier of immovable properties and classify information returned.
9. To collect rental and other information, as may be required for valuation purposes.
10. To prepare and update street sheets in respect of Municipal areas and other areas.
11. To prepare and maintain the various registers.
12. To carry out searches and collect information from relevant authorities.
13. To perform clerical work in relation to duties of a Property Valuation Inspector.
14. To perform valuation duties in the Land Administration, Valuation and Information Management System (LAVIMS).
15. To assist the senior officers in the Property Valuation Inspector Cadre in the discharge of their duties.
16. To use ICT in the performance of his duties.
17. 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 Property Valuation Inspector in the roles ascribed to him.

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 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.**

VII. 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 Monday 27 September 2021.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 14 September 2021

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