

**PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 48 OF 2021**

**Vacancy for Post of Deputy Director, Valuation Department**  
**Ministry of Housing and Land Use Planning**  
**(Valuation Department)**

Applications are invited from qualified officers of the Valuation Department who wish to be considered for appointment as Deputy Director, Valuation Department in the Ministry of Housing and Land Use Planning (Valuation Department).

**II. QUALIFICATIONS**

A. By selection from among officers in the grade of –

- (i) Lead Government Valuer; and
- (ii) Senior Government Valuer who reckon at least three years' service in a substantive capacity in the grade.

B. Candidates should –

- (i) possess strong leadership, managerial and team building skills;
- (ii) possess excellent interpersonal and communication skills;
- (iii) be fully conversant with all legislations relating to valuation and latest trends in valuation and related matters; and
- (iv) have the ability to meet tight deadlines.

**III. ROLE AND RESPONSIBILITIES**

To assist the Director, Valuation Department in the efficient and effective provision of professional valuation services relating to real estate at the national level in line with the goals and objectives of the Department.

**IV. DUTIES AND SALARY**

1. To deputise for the Director, Valuation Department, as and when required and to assist him in the management of the Valuation Department.
2. To coordinate and manage the work of the professional and technical sections in achieving the desired results.
3. To provide guidance, coaching and mentoring to subordinate staff.
4. To be responsible for internal audit and investigation in valuation matters.
5. To carry out valuation, in line with International Valuation Standards, on behalf of and under the direction of the Director, Valuation Department, of all types of immovable properties for all purposes, including –
  - (i) valuation for rating under the Local Government Act 2011, as subsequently amended, and revenue purposes;

- (ii) valuation for acquisition or disposal of property by Central and Local Government by way of purchase, sale, lease or exchange;
  - (iii) assessment of rent for all properties involving Government interests; and
  - (iv) advice to the Attorney-General's Office on value of property proposed for sale and when minors' interests are involved.
6. To keep the Director, Valuation Department informed of current market trends.
  7. To keep abreast with new trends and developments in Valuation and Real Estate Management.
  8. To be responsible for the preparation and updating of "Chapters of Instructions".
  9. To appear as expert witness before –
    - (i) the Boards of Assessment constituted under the Land Acquisition Act 1973, as subsequently amended, in all matters under dispute;
    - (ii) the Valuation Tribunal constituted under the Local Government Act 2011, as subsequently amended;
    - (iii) the Assessment Review Committee constituted under the Mauritius Revenue Authority Act; and
    - (iv) any other board, tribunal or committee set up or to be set up in relation to assessment and/or valuation purpose.
  10. To perform valuation duties in the Land Administration, Valuation and Information Management System (LAVIMS).
  11. To ensure the safety of valuation data and records entrusted with.
  12. To use ICT in the performance of his duties.
  13. 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 Deputy Director, Valuation Department, in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 62,950 x 1,850 – 68,500 x 1,950 – 74,350 x 2,825 – 80,000 x 3000 – 86,000 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. Applications should be submitted **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Responsible Officer, Ministry of Housing & Land Use Planning (Valuation Department).
3. This circular 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 Tuesday 12 October 2021.** Application Forms received after the specified closing date and time will **not** be considered.

**Date: 22 September 2021**

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