

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 130 OF 2023

Vacancies for Post of Assistant Inspector of Works **Ministry of Education, Tertiary Education, Science and Technology**

Applications are invited from qualified candidates who wish to be considered for appointment as Assistant Inspector of Works in the Ministry of Education, Tertiary Education, Science and Technology.

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

1. 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 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.

2. Candidates should be computer literate.

NOTE

1. In the absence of candidates possessing the qualifications at **1.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.
2. Candidates should produce written evidence of knowledge claimed.
3. **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.**
4. Candidates may be required to take part in a written examination.
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. DUTIES AND SALARY

1. To be responsible to the officer in charge of the Zonal Education Directorate for –
 - (i) keeping of job sheets and plan of work;
 - (ii) 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;
 - (iii) the coordination with relevant authorities for maintenance/repair works in schools;
 - (iv) reporting to the Inspector of Works of the Zone on all matters pertaining to maintenance/repair works; and

- (v) taking such measures as may be necessary for the safety of workers and the public on sites of work.
2. To process applications for leave in respect of workers under his supervision and refer them for approval.
 3. To assist in the preparation of paysheets and monthly returns.
 4. To distribute maintenance works and supervise workers on sites of work.
 5. To give assistance in the estimation of quantity of materials and their procurement.
 6. To ensure the availability of materials and their effective use as well as the keeping of proper records on the stock of materials.
 7. To carry out detailed surveys in connection with maintenance/repair works.
 8. To visit sites of work on all working days including school holidays.
 9. To assist Inspectors of Works in the discharge of their duties.
 10. To use ICT in the performance of his duties.
 11. 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 Monday 23 October 2023**. Applications received after the specified closing date and time will **not** be considered.

Date: 03 October 2023

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