

GOVERNMENT OF MAURITIUS

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

- Ministry:** Education and Human Resources, Tertiary Education and Scientific Research
- Post:** Assistant Inspector of Works
- Salary:** 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 (26 029 062)
- Effective Date:** 27 February 2019
- Qualifications:** 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.

- C. Candidates should be computer literate.

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.....
D. Gowry (Mrs)
for Secretary for Public Service

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NOTE

In the absence of candidates possessing the qualifications at 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.

Candidates should produce written evidence of knowledge claimed.

Duties:

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.

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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.



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