

GOVERNMENT OF MAURITIUS

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

Ministry: Housing and Lands

Post: Chief Housing Development Officer

Salary: Rs 83,000 x 3,000 – 89,000 (26 094 096)

Effective Date: 09 September 2016

Qualifications: By promotion, on the basis of experience and merit, of an officer in the grade of Principal Housing Development Officer who reckons at least three years' service in a substantive capacity in the grade and who has –

- (i) an in-depth knowledge of matters relating to housing development policies;
- (ii) strong organising, administrative and leadership skills; and
- (iii) good interpersonal and communication skills.

Role and Responsibilities: To be responsible for the formulation, implementation and monitoring of housing strategies and policies in line with the Ministry's goals and objectives.

Duties:

1. To be responsible for the day-to-day administration of the Housing Division of the Ministry.
2. To ensure/facilitate the release of land for housing development.
3. To monitor the preparation and execution of major housing schemes, especially those designed for low income groups.
4. To provide expert advice on housing strategies and policies and to interpret any other policies and legislation relating to housing matters.
5. To review standards as regards building materials and construction techniques.

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CERTIFIED CORRECT

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S. J. ...
 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms

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6. To advise on the –
 - (i) administration of contracts in respect of housing construction; and
 - (ii) drafting of legislation with a view to facilitating housing production/densification of housing development and housing improvement.
7. To carry out research and disseminate research findings.
8. To co-ordinate and administer the upgrading of existing low income estates.
9. To promote community participation in housing matters.
10. To supervise the work of the Principal Housing Development Officer.
11. To provide direction, training and coaching to subordinate staff.
12. To carry out site visits, as and when required.
13. To attend meetings and committees, as and when required.
14. To use ICT in the performance of his duties.
15. 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 Chief Housing Development Officer in the roles ascribed to him.



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