

GOVERNMENT OF MAURITIUS

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

Organisation: Rodrigues Regional Assembly (Housing)
Post: Assistant Housing Officer
Salary: Rs 16,075 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 –
32,500 x 925 – 37,125 x 1,225 – 38,350 (08 034 069)

Effective Date: 21 May 2020

Qualifications: A. A Cambridge Higher School Certificate or Passes in at least two subjects
obtained on one certificate at the General Certificate of Education
“Advanced Level” or an equivalent qualification acceptable to the Public
Service Commission.

B. Candidates should be computer literate.

Candidates should produce written evidence of knowledge claimed.

Duties:

1. To assist the officer in charge of the Housing unit in the management of public housing estates.
2. To check and report on the occupancy of houses and proper applications of conditions of sales and leases.
3. To assist in the processing of applications for transfers/sales/extensions of houses and renewals of state land leases.
4. To investigate into complaint cases and report thereon.
5. To compile details on infrastructural and other problems on public housing estates and assist the officer in charge of the Housing unit in preparing reports.
6. To assist in initiating legal action.
7. To be involved in Community Welfare Work in public housing estates.
8. To keep case history records for arrears and follow-up of arrears in revenue cards.
9. To post payments in revenue cards and prepare monthly returns.
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 Housing Officer in the roles ascribed to him.

CERTIFIED CORRECT

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D. Gowry

D. Gowry (Mrs)
for Secretary for Public Service

21 May 2020

Date.....

