

GOVERNMENT OF MAURITIUS

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

Ministry: Finance and Economic Development (Valuation Department)
Post: Property Valuation Inspector
Salary: Rs 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 –
23,200 x 775 – 32,500 x 925 – 33,425 (26 031 064)

Effective Date: 12 June 2018

Qualifications: A. (i) A Cambridge School Certificate with credit in at least five subjects including English Language, French, Mathematics and either Economics or Additional Mathematics or Geometrical and Mechanical Drawing obtained at not more than two sittings or
(ii) Passes not below Grade C in at least five subjects including English Language, French, Mathematics and either Economics or Additional Mathematics or Geometrical and Mechanical Drawing obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

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. A Cambridge Higher School Certificate with a pass at Principal Level in Mathematics or Passes in at least two subjects including Mathematics obtained on one certificate at the General Certificate of Education “Advanced Level”.

OR


Equivalent qualifications to A and B above acceptable to the Public Service Commission.

Qualification at A above should have been obtained prior to qualification at B above.

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(S. K. Wan Ah Fat)
for Secretary for Public Service

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- C. Candidates should –
- (i) have a good command of English and French;
 - (ii) have the ability to work effectively in a team;
 - (iii) possess good interpersonal and communication skills;
 - (iv) have the ability to interact effectively with people at all levels; and
 - (v) be computer literate.

Candidates should produce documentary evidence of knowledge claimed.

Training:

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo training in both theoretical and practical aspects of the work of Property Valuation Inspector for a period of at least one year, as approved and arranged by the Valuation Department. On satisfactory completion of the training and on being favourably reported upon, they will be considered for appointment as Property Valuation Inspector in a substantive capacity.


Duties:

1. To undertake referencing, measurement and survey of buildings and inspection of land for valuation purposes.
2. To draw plans of buildings to scale and compute areas.
3. To undertake rating and valuation work under the Local Government Act, as subsequently amended.
4. To prepare survey/referencing sheets and factual reports.
5. To file survey sheets and other documents properly.
6. To prepare index cards and update and maintain the index cards system.
7. To draft proposals and notices to ratepayers.

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8. To issue rent return to owner/occupier of immovable properties and classify information returned.
9. To collect rental and other information, as may be required for valuation purposes.
10. To prepare and update street sheets in respect of Municipal areas and other areas.
11. To prepare and maintain the various registers.
12. To carry out searches and collect information from relevant authorities.
13. To perform clerical work in relation to duties of a Property Valuation Inspector.
14. To perform valuation duties in the Land Administration, Valuation and Information Management System (LAVIMS).
15. To assist the senior officers in the Property Valuation Inspector Cadre in the discharge of their duties.
16. To use ICT in the performance of his duties.
17. 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 Property Valuation Inspector in the roles ascribed to him.



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