

GOVERNMENT OF MAURITIUS

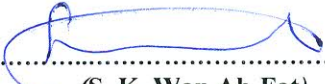
**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

- Ministry:** Finance and Economic Development (Valuation Department)
- Post:** Senior Property Valuation Inspector
- Salary:** Rs 23,975 x 775 – 32,500 x 925 – 37,125 x 1,225 – 38,350 (26 052 069)
- Effective Date:** 12 June 2018
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Property Valuation Inspector who –
- (i) reckon at least five years' service in a substantive capacity in the grade; and
 - (ii) possess good administrative and supervisory skills.
- Duties:**
1. To lead a team of Property Valuation Inspectors on inspection of immovable properties for valuation purposes.
 2. To assist the Principal Property Valuation Inspector in the discharge of his duties.
 3. To draw plans, compute areas and prepare survey/referencing sheets and factual reports.
 4. To undertake rating and valuation work under the Local Government Act, as subsequently amended.
 5. To supervise and exercise control over the work of junior staff and to provide on-the-job training and appropriate coaching and mentoring.
 6. To attend to enquiries from members of the public.
 7. To assist professional staff in routine assessments duties.
 8. To prepare schedules of evidence, as directed by senior staff.
 9. To draft proposals and notices to ratepayers and to process cases to be referred to the Valuation Tribunal.
 10. To be responsible for the safe custody of valuation records, registers and data entrusted with.

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CERTIFIED CORRECT


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

12 June 2018

Date.....

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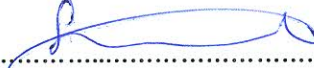
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11. To process amendments to be brought to the current Valuation Lists and to notify Rating Authorities.
12. To carry out searches and collect information from relevant organisations/authorities.
13. To attend Courts and Tribunals in preliminary matters.
14. To provide all necessary and relevant materials and information related to valuation, as directed by the officers in the Government Valuer Cadre and senior officers in the Technical Cadre.
15. To perform valuation related duties in the Land Administration, Valuation and Information Management System (LAVIMS).
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 Senior Property Valuation Inspector in the roles ascribed to him.



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

12 June 2018

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