

Local Government Service Commission Circular Note No. 4 of 2010
Vacancy for the post of Chief Building Inspector

Local Government Service

(Details of this advertisement are also available at <http://lgsc.gov.mu>)

Applications are invited from qualified serving officers not below the grade of Senior Building Inspector who wish to be considered for appointment as Chief Building Inspector in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 23,200 x 800 – 28,000 x 1000 – 30,000 x 1250 – 33,750 a month plus salary compensation at approved rates.

Appointment in the grade in a temporary capacity carries salary at the flat rate of Rs. 23, 200 a month plus salary compensation at approved rates.

2. **Qualifications :**

Candidates should be serving officers not below the grade of Senior Building Inspector and they should reckon at least two years' service in the grade.

NOTE :

Candidates should also:

- (a) have good communication and interpersonal skills*
- (b) possess organizational skills*
- (c) be able to lead and manage a team of officers*

3. **Duties :**

- 1. To be responsible to the Head of Department for:
 - (a) the speedy and proper execution of all works in the building/planning section.

- (b) the overall planning and management of the section and to report on activities.
- 2. To coordinate and supervise the work of subordinate staff.
- 3. To be responsible for the training of junior staff.
- 4. To draft reports, submit information required by Head Works Department and deal with queries.
- 5. To report in writing on the daily progress of work being carried out.
- 6. To attend court and apply the provisions of Building Act and Town and Country Planning Act.
- 7. To attend Committees and Council Meetings as and when required.
- 8. To perform any other cognate duties.

4. **Mode of Application**

(i) Qualified candidates should submit their applications :

(a) **Either**

on LGSC Form 7 which may be obtained either from the office of the Local Government Service Commission, Louis Pasteur Street, Forest Side or from any Local Authority.

(b) **Or**

online through the website of the Local Government Service Commission at <http://lgsc.gov.mu> or through the Government Citizen Portal at <http://citizen.gov.mu>.

Note 1: Details of this advertisement as well as the application form (LGSC Form 7) are also available on the website of the Local Government Service Commission at the above-mentioned address.

Note 2: Prospective candidates willing to submit their application online may also call on weekdays either at the seat of the Local Government Service Commission from 1300 to 1500 hours or at any Local Authority during the prescribed hours where such facilities are offered free of charge.

Note 3: Acknowledgement of application will, as far as possible, be made by e-mail.

- (ii) Candidates already in the Local Government Service should submit their applications in duplicate, the original should be sent directly to the **Secretary** of the Local Government Service Commission and the duplicate one to their respective Responsible Officer, who will forward it to the Commission within a week after the closing date.
- (iii) Candidates are advised to read carefully the 'NOTES AND INSTRUCTIONS TO CANDIDATES' before filling in the application form.
- (iv) The envelope should be clearly marked on the top left-hand corner :-

“Post of Chief Building Inspector, Local Government Service“

5. Closing Date

Qualified candidates should submit their applications to the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side so as to reach him **not later than 3.00 p.m on 25 February 2010**.

IMPORTANT

- (i) Qualifications obtained after the closing date will not be accepted. Only qualified persons should apply.
- (ii) Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition.
- (iii) Applications not made on the prescribed form will not be considered.
- (iv) Applications received after the closing date and time will not be accepted. The onus for the prompt submission of applications so that they reach the **Secretary** of the Commission in time lies solely on applicants.
- (v) The Commission reserves the right not to make any appointment following this advertisement.

**Local Government Service Commission,
Louis Pasteur Street,
Forest Side.**

Date : 10 February 2010