

MAURITIUS PUBLIC SERVICE

Vacancies for Post of Housing Development Officer **Ministry of Housing and Lands**

Applications are invited from qualified candidates who wish to be considered for appointment as Housing Development Officer in the Ministry of Housing and Lands.

II. AGE LIMIT

Candidates, unless already in the service, should not have reached their **40th** birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

Candidates should:

1. **either** possess -

- 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”; and
- B.** a degree from a recognised institution in one of the following fields-

Housing

Engineering

Planning

Architecture

Quantity Surveying

Economics

OR

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

or

be holders of a Land Surveyor’s Commission issued under Section 4 of the Land Surveyors Act;

- 2. reckon at least two years’ experience at sub-professional level in the field of Housing; and
- 3. be computer literate.

Note

1. Qualification at **1.A** above should have been obtained prior to qualification at **1.B** above. However, candidates who, as at 30 June 2003, did not possess the qualification at **1.A** above, will also be considered provided they hold –

- (a) a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education “Ordinary Level” 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; and
- (b) a Master’s Degree or a postgraduate diploma from a recognised institution in one of the fields at **1.B** above.

OR

Equivalent qualifications to (a) and (b) above acceptable to the Public Service Commission.

Qualification at (a) under ‘Note’ should have been obtained prior to qualifications at **1.B** above and at (b) under ‘Note’.

- 2. Candidates should produce written evidence of experience/knowledge claimed.
- 3. The Commission reserves the right to convene **only** the best qualified candidates for interview.

IV. DUTIES AND SALARY

- 1. To perform, under the supervision of the Principal Housing Development Officer, the following duties –
 - (i) collection and analysis of data and establishment of housing databases and indicators;
 - (ii) implementation of housing policies and strategies;
 - (iii) human settlement analysis from a housing perspective;
 - (iv) promotion of the availability of land for housing and development;
 - (v) preparation of housing schemes, especially for low income groups and of upgrading schemes in respect of low income settlements;

- (vi) advising on building materials, standards and techniques;
 - (vii) reviewing and updating legislations on housing matters; and
 - (viii) liaising with local authorities, community and non-governmental organisations.
2. To use ICT in the performance of his duties.
 3. 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 Housing Development Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 22,000 x 600 – 23,200 x 800 – 28,000 x 1000 – 30,000 x 1,250 – 40,000 a month plus salary compensation at approved rates.

V. MODE OF APPLICATION

1. Qualified candidates should submit their application on **PSC Form 7** which may be obtained **either** from the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis **or** from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest-Side **or** from the Chief Commissioner's Office, Port Mathurin, Rodrigues **or** from the offices of the Mauritius High Commissions/Embassies overseas.
2. Candidates already in service should submit their application **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising/Responsible Officers.
3. This advertisement together with the application form (PSC Form 7) are available on the website of the Public Service Commission at the following address: <http://psc.gov.mu>
4. On-line application can also be submitted through the government web portal at <http://www.gov.mu>
5. Acknowledgement of applications will be made as far as possible by **e-mail**. Candidates are therefore encouraged to submit their e-mail address.
6. Candidates are advised to read carefully the **"NOTES AND INSTRUCTIONS TO CANDIDATES"** before filling in the application form. Care should be taken to fill in the application form correctly. **Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the applicant.**

VI. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest-Side, **not later than 3.00 p.m on Thursday 15 December 2011.**

Date: 25 November 2011

Public Service Commission,
7, Louis Pasteur Street,
FOREST SIDE.