

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO.46 OF 2010

Vacancies for Post of Lead Property Referencer
Ministry of Finance and Economic Development
(Valuation Department)

Applications are invited from qualified officers of the Valuation Department who wish to be considered for appointment as Lead Property Referencer in the Valuation Department of the Ministry of Finance and Economic Development.

II. QUALIFICATIONS

By selection from among officers in the grade of Senior Property Referencer who reckon at least four years' service in a substantive capacity in the grade and who:-

- (i) possess good organising and leadership skills;
- (ii) have the ability to motivate a team of officers;
- (iii) are customer-oriented; and
- (iv) show a high level of interpersonal skills.

III. ROLE AND RESPONSIBILITIES:

To be responsible for providing technical assistance to officers of the Government Valuer Cadre, in respect of area under him in line with overall departmental goals and objectives.

IV. DUTIES AND SALARY

1. To assist the Chief Valuation Technician in the discharge of his duties.
2. To be the team leader on inspection, where necessary, in complex rating cases and for Registration and Compulsory Acquisition cases.
3. To carry out surveys and referencing of properties for valuation and rating purposes under the Local Government Act, 1962, as subsequently amended.
4. To allocate work to subordinate staff according to programme and instructions as directed by senior staff.
5. To supervise, control and monitor the work of subordinate staff and submit appropriate reports.
6. To provide training, coaching and mentoring to subordinate staff.

7. To attend to enquiries from members of the public.
8. To ensure that all valuation records and registers and data are kept in safe custody.
9. To attend Court and Tribunals in preliminary matters.
10. To provide all necessary and relevant materials and information related to valuation, as directed by the officers in the Government Valuer Cadre.
11. To assist professional staff in routine assessment duties.
12. To use ICT in the performance of his duties.
13. 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 Lead Property Referencers in the roles ascribed to them.

The permanent and pensionable post carries salary in scale Rs 21,400 x 600 - 23,200 x 800 - 28,000 x 1000 – 30,000 x 1,250 – 31,250 a month plus salary compensation at approved rates.

V. **MODE OF APPLICATION**

- (i) 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 Commission/Embassies overseas.
- (ii) Applications should be submitted in **duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Director, Valuation and Real Estate Consultancy Services.
- (iii) 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 OF APPLICATION**

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 pm on 28 October, 2010.**

NOTE

This Circular 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>.

On-line application can also be submitted through the government web portal at <http://www.gov.mu>.

Acknowledgement of applications will be made as far as possible by **e-mail**. Candidates are therefore encouraged to submit their e-mail address.

Date : 08 October 2010

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