Applications are invited from qualified candidates who wish to be considered for appointment as Project Officer in the Ministry of Social Security, National Solidarity, and Environment and Sustainable Development (Environment and Sustainable Development Division).

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:

(a) be Civil Engineers, registered as Registered Professional Engineer with the Council of Registered Professional Engineers of Mauritius under section 13 of the Registered Professional Engineers Council Act No. 49 of 1965, and as subsequently amended;

(b) have sound administrative and organising abilities;

(c) possess good communication, interpersonal, leadership and supervisory skills, and:

(d) be computer literate.

**NOTE:**

1. **Candidates should submit a copy of their registration certificate as Registered Professional Engineer together with their Application Form.**

2. Candidates should produce written evidence of knowledge claimed.

3. **The onus for the submission of written evidence of knowledge claimed rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed by the closing date.**

4. Candidates may be required to sit for a written examination as part of the selection process.
5. The Commission reserves the right:

(i) to convene only the best qualified candidates for interview; and

(ii) not to make any appointment following this advertisement.

IV. DUTIES AND SALARY

1. To assist in the implementation of projects undertaken by the Ministry.

2. To work in close collaboration with the Project Manager and the Deputy Project Manager and to report to them on all projects and matters relating thereto.

3. To prepare project write-up and bid documentation and provide assistance for bid evaluation and draft letters of award.

4. To be responsible for designing, preparing scope of works and supervising building and civil engineering projects.

5. To effect measurement on site before the start and after completion of projects.

6. To draft Commencement, Practical and Final Handing Over Certificate to be issued by the Project Manager.

7. To supervise and monitor projects on site and to submit technical reports and regular progress reports on projects.

8. To supervise works executed by private contractors for the Ministry and to submit reports on their performance.

9. To attend and participate in site meetings.

10. To advise and make appropriate recommendations on contractual issues.

11. To certify payment to contractors and/or consultants and to examine and process certificates for payment on completion of projects for finalisation of accounts of projects.

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 the Project Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 29,400 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 a month.
V. **FRINGE BENEFITS**

The Project officer is entitled to the following benefits:

(a) 100% duty remission for the purchase of a car with petrol engine capacity of up to 1,500 c.c once every seven years or a monthly car allowance of Rs 3,865 in lieu of duty remission;

(b) loan facilities for the first purchase of a car equivalent to 21 months’ salary with interest at the rate of 4% per annum, refundable in 84 monthly instalments;

(c) a monthly travelling allowance of Rs 11,500 or mileage at the rate of Rs 6.50 km together with a monthly commuted allowance of Rs 3,165 in case the officer performs official travelling during the month;

(d) passage benefits at the rate of 5% of the annual salary drawn; and

(e) refund of the full amount of annual subscription fee payable to the council of Registered Professional Engineers of Mauritius.

VI. **MODE OF APPLICATION**

1. Qualified candidates are advised to submit their application **electronically** at the following addresses:

   [http://psc.govmu.org/English/Pages/PscHomepage.aspx](http://psc.govmu.org/English/Pages/PscHomepage.aspx)

2. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from **09.00 a.m to 03.30 p.m on weekdays and not later than 3.00 p.m on the closing date**.

3. Candidates are requested to follow the procedures that can be accessed through the “How to Apply” option on the above address.

4. Candidates already in the service should submit a printed copy of their electronic Application Form, **duly signed**, through their respective Supervising Officer/Responsible Officer.

5. Acknowledgement of applications will be made by e-mail. Candidates are advised to submit their e-mail address.

6. For queries regarding **Username & Password** the Government Online Centre (GOC) may be contacted on the e-mail address: [support@ncb.mu](mailto:support@ncb.mu) or on phone number **454 9955**.

7. For **technical support and other queries**, the helpdesk of the Public Service Commission may be contacted on the e-mail address [pdsc@govmu.org](mailto:pdsc@govmu.org) or phone number **670 9705** or fax number **670 3417**.
8. Candidates are also advised to read carefully the "NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to Public Advertisement)" before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may 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.

**VII. CLOSING DATE**

Applications should be submitted, **not later than 03.00 p.m (local time) on Monday 16 September 2019.** Applications received after the specified closing date and time will **not** be considered.

Date: 27 August 2019

Public Service Commission,
7, Louis Pasteur Street,
Forest Side,
**MAURITIUS.**