Public Advertisement No. 41 of 2015

Vacancy for the Post of Deputy Project Manager
Ministry of Environment, Sustainable Development, and Disaster and Beach Management

Applications are invited from qualified candidates who wish to be considered for appointment as Deputy Project Manager in the Ministry of Environment, Sustainable Development, and Disaster and Beach Management.

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

(b) reckon at least three years’ post-registration experience in the formulation and implementation of Public Sector projects;

(c) possess sound administrative and organising abilities and strong interpersonal, leadership and managerial skills; and

(d) be computer literate.

Possession of a postgraduate qualification in Management or Project Management from a recognised institution and experience in landscaping works are desirable.

NOTE

1. Candidates should produce written evidence of experience/knowledge claimed.

2. Candidates should submit a copy of their registration certificate as Professional Engineer (Civil) together with their application form.

IV. ROLE AND RESPONSIBILITIES

To assist in the formulation and implementation of environmental projects.
V. DUTIES AND SALARY

1. To deputise for the Project Manager, as and when required.

2. To assist the Project Manager in the overall direction and control of the Living Environment Unit.

3. To identify, design, execute and monitor civil engineering projects and other landscaping works.

4. To prepare tender documents and contracts.

5. To assist in the analysis and appraisal of tenders.

6. To supervise, monitor and evaluate works executed by private contractors and by inhouse labour of the Ministry.

7. To ensure that projects are executed in conformity with approved specifications and standards.

8. To certify payments to contractors/suppliers.

9. To prepare and submit progress reports at regular intervals.

10. To liaise with other Ministries/Departments and Agencies for the proper implementation of projects.

11. To participate in meetings and committees, as and when required.

12. To perform all IT related 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 Deputy Project Manager in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 36,575 x 1,200 – 37,775 x 1,500 – 58,775 a month plus salary compensation at approved rates.

VI. FRINGE BENEFITS

The Deputy Project Manager 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 3,750 in lieu of duty remission;

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

(c) a monthly travelling allowance of Rs 10,200 both for attending duty and for official travelling;
(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.

VII. 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 Commission/Embassies overseas.

2. Candidates already in the 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 http://psc.govmu.org

4. Candidates are encouraged to submit on-line application through the government web portal at http://www.govmu.org

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

6. Candidates are also 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.

VIII. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest-Side, not later than 3.00 p.m. on Wednesday 02 September 2015.

Date: 13 August 2015

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