MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 148 OF 2016

Vacancies for Post of Project Manager
Prime Minister’s Office (National Development Unit)

Applications are invited from qualified candidates who wish to be considered for appointment as Project Manager in the Prime Minister’s Office (National Development Unit).

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

1. Candidates should –

   A. (i) be registered as a Registered Professional Engineer of Mauritius in the field of Civil Engineering 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; and

   (ii) reckon at least six years’ post-registration experience in supervision and management of Civil Engineering projects.

   OR

   B. (i) possess -

   (a) a Cambridge Higher School Certificate with passes at “Principal Level” in Mathematics and Physics or passes in Mathematics and Physics obtained on one certificate at the General Certificate of Education “Advanced Level”;  

   (b) a degree in Civil Engineering from a recognised institution; and

   (c) a Master’s Degree in Project Management or Environmental Engineering from a recognised institution.

   OR

   Equivalent qualifications to B (i) above acceptable to the Public Service Commission; and
(ii) reckon at least four years’ post-registration experience in supervision and management of Civil Engineering projects.

NOTE

Qualification at B(i)(a) above should have been obtained prior to qualification at B(i)(b) above and qualification at B(i)(b) above should have been obtained prior to qualification at B(i)(c) above. However, candidates who, as at 30 June 2008, did not possess the qualification at B(i)(a) above but who possess the qualifications at B(i)(b) and B(i)(c) 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 PhD or a second Master’s Degree or a postgraduate diploma from a recognised institution.

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 B(i)(b) and B(i)(c) above and at (b) under ‘NOTE’.

2. Candidates should –

(i) be computer literate;

(ii) possess sound organising and administrative abilities and good communication and supervisory skills; and

(iii) have adequate knowledge in Information Technology with ability to operate engineering software.

Note

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

2. Candidates should submit a copy of their registration certificate as Registered Professional Engineer together with their Application Form.
3. **The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered failing the non-submission of Equivalence Certificate, as appropriate, by the closing date.**

4. The Commission reserves the right to convene only the best qualified candidates for interview.

**IV. ROLE AND RESPONSIBILITIES**

To assist the Chief Project Manager in the implementation of projects of the National Development Unit of the Prime Minister's Office.

**V. DUTIES AND SALARY**

1. To be responsible for the supervision, monitoring and general management of all projects under his responsibility.

2. To ensure that the approval of the head of the Ministry has been obtained prior to project implementation.

3. To prepare project write-up and tender documentation and evaluate tenders.

4. To guide, supervise and co-ordinate the work of the team under his responsibility.

5. To monitor progress on projects and recommend corrective actions, as and when required.

6. To prepare and submit progress reports at regular intervals to Management.

7. To ensure that budget expenditure for projects is properly monitored.

8. To assist the Chief Project Manager in the preparation of budget for building and civil engineering projects in line with the Programme- Based Budgeting.

9. To conduct and participate in meetings/committees including those on sites, as and when required.

10. To certify claims for payment.

11. To guide Trainee Engineers posted in the National Development Unit in their professional training.

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 Manager in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 46,900 x 1,525 – 49,950 x 1,625 – 62,950 x 1,850 – 68,500 x 1,950 – 70,450 a month.

VI. FRINGE BENEFITS

The 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 1500 c.c. once every seven years;

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

(c) a monthly travelling allowance of Rs 11,500 both for attending duty and for official travelling;

(d) refund of the full amount of annual subscription fee payable to the Council of Registered Professional Engineers of Mauritius;

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

(f) rent free telephone and a pre-determined number of free calls.

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 Monday 06 February 2017.

Date: 17 January 2017

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