MAURITIUS PUBLIC SERVICE
PUBLIC ADVERTISEMENT NO.20 OF 2014

Vacancy for the Post of Project Manager, Foreign Affairs
Ministry of Foreign Affairs, Regional Integration and International Trade

Applications are invited from qualified candidates who wish to be considered for employment as Project Manager, Foreign Affairs on a **contractual basis** in the Ministry of Foreign Affairs, Regional Integration and International Trade.

II. **AGE LIMIT**
Candidates should not have reached their 65th birthday by the closing date for the submission of applications.

III. **QUALIFICATIONS**
Candidates should –

(a) 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;

(b) reckon at least three years’ post-registration experience in project management; and

(c) be computer literate and be able to operate engineering software packages.

**NOTE**
1. The selected candidate would be employed on contractual terms for a period to be determined on the basis of the duration of the projects.

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

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

IV. **ROLES AND RESPONSIBILITIES**

To be responsible to the Head of the Ministry or an officer designated by him for the management and monitoring of the infrastructural projects of the Ministry in a cost-effective and efficient manner.
V. **DUTIES**

1. To monitor and manage all infrastructural projects of the Ministry.
2. To analyse documents relating to infrastructural projects.
3. To assist in the implementation of infrastructural projects of the Ministry.
4. To prepare project write-up and bid documents and assist in evaluation of bids.
5. To monitor progress on projects and recommend remedial actions, as and when required.
6. To prepare and submit progress reports at regular intervals.
7. To assist in the preparation of budget for building and civil engineering projects in line with the Programme-Based Budgeting.
8. To ensure that budget expenditure for projects is properly monitored.
9. To advise and make appropriate recommendations on contractual issues.
10. To ensure that appropriate works are carried out before certification of works prior to payment.
11. To advise on claims for payment.
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, Foreign Affairs in the roles ascribed to him.

VI. **SALARY, TERMS AND CONDITIONS OF EMPLOYMENT**

The selected candidate will be offered either assignment of duties against the vacancy, if he/she is a serving officer or contract employment if he/she is not in the Public Service.

The terms and conditions are as follows:

A. **Assignment of duties against the vacancy**

A public officer on permanent and pensionable establishment assigned the duties of Project Manager, Foreign Affairs will be eligible for an allowance equivalent to the difference between the hypothetical salary of the post (Rs 36,575) and the salary drawn by the incumbent in his/her substantive post. The officer will benefit from all privileges attached to the post in accordance with the regulations governing employment in the Public Service.
B. **Contract Appointment**

1. **Salary:** Negotiable in the range of Rs 36,575 – Rs 58,775 a month taking into account the officer’s post-registration experience in project management in line with the recommendations at paragraphs 18.9.4 and 18.9.6 of Volume 1 of the PRB Report 2013.

   However, for the year 2014, the incumbent would draw salary at the discounted rate in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.

2. **Travelling Allowance:** In accordance with regulations in force.

3. **Leave:**

   (a) **Sick Leave:** At the rate of 21 working days for every year of contract. Sick leave not taken in any particular year is not convertible into cash.

   (b) **Annual Leave:** At the rate of 21 working days for every year of contract. Annual leave not taken may be cashed at the end of every year of contract or may be accumulated.

4. **Passage Benefits:** Passage benefits at the rate of 5% of the annual salary or the equivalent cost of 3900 km of the Group Tour Air Fare London at off peak rate whichever is the higher.

   No passage benefits will be earned during the 21 days annual leave whether taken or cashed.

5. **Gratuity:** At the rate of two months’ salary on completion of 12 months’ satisfactory service.

6. **Termination of Contract**

   (i) The Government may at any time determine the employment of the officer by giving one month’s notice in writing or by paying one month’s salary.

   (ii) The officer may resign from his/her employment by giving one month’s notice in writing or by paying one month’s salary to the Government.

   (iii) Should the officer in any manner misconduct himself/herself, the Government may terminate his/her employment forthwith and thereupon all the rights and advantages reserved shall cease.
VII. FRINGE BENEFITS

The Project Manager, Foreign Affairs is also 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. renewable once every seven years or

a monthly car allowance of Rs 3,750 in lieu of duty remission;

The officer employed on a contract/gratuity basis:

(i) who opts for duty exemption on a car or a monthly car allowance in lieu thereof should exercise the option at the beginning of the contract. The option for car allowance once exercised would be irrevocable for the duration of the first contract and can be reviewed upon renewal of his contract; and

(ii) who has opted for the monthly car allowance in lieu of the duty deferred facilities would not benefit from duty exemption until the expiry of the first contract;

(b) loan facilities for the first purchase of a car equivalent to 21 months’ salary at 4% interest rate per annum refundable in 84 monthly instalments. Note prevailing repo rate is applicable to new entrants in the Civil Service; and

(c) a monthly travelling allowance of Rs 10,200 or mileage at the rate of Rs 6.50 km together with a monthly commuted allowance of Rs 3,015 in case the officer performs official travelling during the month.

VIII. 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.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.

IX. 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 10 April 2014.

Date: 21 March 2014

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