Applications are invited from qualified candidates who wish to be considered for appointment as Project Officer in the Ministry of Environment and Sustainable Development.

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 produce written evidence of knowledge claimed.

2. **Candidates should submit a copy of their registration certificate as Registered Professional Engineer together with their application form.**

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 27,425 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 a month. However, for the year 2014, the incumbent would draw salary at the discounted rate of Rs 27,130 in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.

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 3,750 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.
VI. **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](http://psc.gov.mu)

4. On-line application can also be submitted through the government web portal at [http://www.gov.mu](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.

VII. **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 03 April 2014.**

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

Date: 14 March 2014