Applications are invited from qualified candidates who wish to be considered for appointment as Transport Planning Officer in the National Transport Authority.

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. possess a Cambridge Higher School Certificate with a pass at “Principal Level” in Mathematics or Accounting or passes in at least two subjects including Mathematics or Accounting obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Public Service Commission; and

B. be computer literate.

NOTE

1. Candidates should produce written evidence of knowledge claimed.

2. The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.

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

IV. DUTIES AND SALARY

1. To conduct transport studies and surveys in various localities at specific times of the day.

2. To collect, compile and analyse data required for planning, costing and tariff setting purposes.

3. To inspect and analyse operators’ returns and records for the verification of traffic operations and financial returns and to determine the adequacy or otherwise of the transport services.

4. To attend court, whenever necessary.
5. To represent the National Transport Authority on committees/meetings and liaise with other organisations, as and when required.

6. To input and retrieve data from the computerised system, whenever required by the Planning Section.

7. To deal with requests from Ministries/Departments and local authorities in connection with siting of bus stops, bus stands and pull-ins.

8. To use ICT in the performance of his duties.

9. 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 Transport Planning Officer in the roles ascribed to him.

Note

Transport Planning Officers may be called upon to work outside normal working hours, including Saturdays, Sundays and Public Holidays.

The permanent and pensionable post carries salary in scale Rs 12,925 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 28,925 a month. However, for the year 2014, incumbents would draw salary at the discounted rate of Rs 12,630 in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.

V. 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.

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.**

VI. 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 20 March 2014.**

Date: 07 March 2014

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