PUBLIC ADVERTISEMENT NO. 56 OF 2017

Vacancies for Post of Project Assistant
Prime Minister’s Office [National Development Unit]

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

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

A. Candidates should possess a diploma in Civil Engineering or Quantity Surveying from a recognised institution or an equivalent qualification acceptable to the Public Service Commission together with at least two years’ post-qualification experience in the relevant field.

B. Candidates should –

(i) possess knowledge of Auto-Cad application;

(ii) possess good communication skills; and

(iii) be computer literate.

NOTE

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

2. The onus for the submission of written evidence of experience/knowledge claimed and 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 in case of non-submission of written evidence of experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.

3. The Commission reserves the right to convene only the best qualified candidates for interview.
IV. DUTIES AND SALARY

1. To assist the Project Managers and Project Officers in the overall implementation of projects at the National Development Unit.

2. To assist Project Managers and Project Officers in the supervision of building and civil engineering projects executed by direct labour or by contractors, including the setting out of the works, inspection of excavations, shuttering and steel reinforcement.

3. To supervise all construction activities including the making of tests and taking of test cubes to ensure compliance with drawings and specifications.

4. To attend site meetings.

5. To carry out surveys and levelling in connection with building and civil engineering works including the survey of existing buildings.

6. To prepare drawings and detailing of reinforcement of concrete and steel structures and plans related to survey works including contour plans, longitudinal and cross sections.

7. To assist Project Officers and other officers in taking-off quantities, preparation of bills of quantities and measurement of work on site.

8. To seek clearances from Ministries, Local Authorities and relevant stakeholders.

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

10. 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 Assistant in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 21,000 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 48,425 a month.

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 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.

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 Monday 07 August 2017.

Date: 18 July 2017