Applications are invited from qualified candidates who wish to be considered for appointment as Deputy Project Manager in the Ministry of Social Security, National Solidarity, and Environment and Sustainable Development (Environment and Sustainable Development Division).

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:

(i) be registered as Professional Engineers (Civil) with the Council of Registered Professional Engineers of Mauritius under section 13 of the Registered Professional Engineers Council Act No. 49 of 1965, as subsequently amended;

(ii) reckon at least three years’ post-registration experience in the formulation and implementation of Public Sector projects;

(iii) possess sound administrative and organising abilities and strong interpersonal, leadership and managerial skills; and

(iv) be computer literate.

Possession of a postgraduate qualification in Management or Project Management from a recognised institution and experience in landscaping works are desirable.

**NOTE**

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

2. Candidates should submit a copy of their registration certificate as Professional Engineer (Civil) together with their applications forms.
3. The onus for the submission of written evidence of experience/knowledge claimed rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience/knowledge claimed, 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 in the formulation and implementation of environmental projects.

V. DUTIES AND SALARY:

1. To deputise for the Project Manager, as and when required.

2. To assist the Project Manager in the overall direction and control of the Living Environment Unit.

3. To identify, design, execute and monitor civil engineering projects and other landscaping works.

4. To prepare tender documents and contracts.

5. To assist in the analysis and appraisal of tenders.

6. To supervise, monitor and evaluate works executed by private contractors and by inhouse labour of the Ministry.

7. To ensure that projects are executed in conformity with approved specifications and standards.

8. To certify payments to contractors/suppliers.

9. To prepare and submit progress reports at regular intervals.

10. To liaise with other Ministries/Departments and Agencies for the proper implementation of projects.

11. To participate in meetings and committees, as and when required.

12. To perform all IT related 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 Deputy Project Manager in the roles ascribed to him.
The permanent and pensionable post carries salary in scale Rs 38,350 x 1,225 – 
40,800 x 1,525 – 49,950 x 1,625 – 62,950 a month.

VI. FRINGE BENEFITS

The Deputy 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 1,500 c.c. once every seven years or a monthly car allowance of Rs 
3,865 in lieu of duty remission;

(b) loan facilities of up to 21 months’ salary refundable in 84 monthly 
instalments at the interest rate of 4% per annum in respect of a first 
purchase of a duty exempted car;

(c) a monthly travelling allowance of Rs 11,500 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.

VII. MODE OF APPLICATION

1. Qualified candidates are advised to submit their application electronically 
at the following address:
   
   http://psc.govmu.org/English/Pages/PscHomepage.aspx

2. Candidates may also apply electronically at the Enquiry Counter of the 
Public Service Commission, 7, Louis Pasteur Street, Forest Side from 
9.00 a.m. to 3.30 p.m. on weekdays and not later than 3.00 p.m. on the 
closing date.

3. Candidates are requested to follow the procedures that can be accessed 
through the “How to Apply” option on the above address.

4. Candidates already in the service should submit a printed copy of their 
electronic Application Form, duly signed, through their respective 
Supervising/Responsible Officer.

5. Acknowledgement of applications will be made by e-mail. Candidates are 
advised to submit their e-mail address.

6. For technical support, the Government Online Centre (GOC) may be 
contacted on the e-mail address: support@ncb.mu or on phone number 
454 9955.
7. For any other query, the help desk of the Public Service Commission may be contacted on e-mail address pdsc@govmu.org, or phone number 670 9705 or fax number 670 3417.

8. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to Public Advertisement)” before filling in the Application Form. Care should be taken to fill in the on-line Application Form correctly. Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.

9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may 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 Commissions/Embassies overseas.

VIII. CLOSING DATE

Application Form should reach the Secretary, Public Service Commission, not later than 3.00 p.m. on Monday 14 May 2018.

Date: 24 April 2018

Public Service Commission,
7, Louis Pasteur Street,
Forest Side.

MAURITIUS