Applications are invited from qualified officers of the Ministry of Public Infrastructure and Land Transport who wish to be considered for appointment as Assistant Quantity Surveyor in the Public Infrastructure Division of the Ministry.

II. QUALIFICATIONS

By selection from among serving officers on the establishment of the Public Infrastructure Division of the Ministry who hold a substantive appointment and who possess a degree in Quantity Surveying from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

NOTE

The onus for the submission of 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 failing the non-submission of Equivalence Certificate, as appropriate, by the closing date.

III. DUTIES AND SALARY

1. To assist in the management of quantity surveying aspects of building and civil engineering projects.

2. To measure and compute quantities from drawings and site dimensions.

3. To prepare project cost estimates, cost plans, activity schedules, bills of quantities and bidding documents for building and civil engineering projects.

4. To assess value of works/variations, prepare valuations, cost/financial reports and final accounts and prepare and issue certificates of payments.

5. To participate in the evaluation of bids for building and civil engineering projects of the Public Infrastructure Division of the Ministry.

6. To attend meetings and committees, as and when required.

7. To provide guidance and monitor the work of subordinate staff.

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 Assistant Quantity Surveyor in the roles ascribed to him.

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The permanent and pensionable post carries salary in scale Rs 26,300 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 a month.

IV. 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. Applications should be submitted in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Senior Chief Executive, Ministry of Public Infrastructure and Land Transport.

3. This circular 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.

V. 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 November 2016.

Date: 21 October 2016
Public Service Commission
7, Louis Pasteur Street,
FOREST SIDE