PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 84 OF 2016

Vacancy for Post of Deputy Director, Energy Services Division
Ministry of Public Infrastructure and Land Transport
(Energy Services Division)

Applications are invited from qualified officers of the Ministry of Public Infrastructure and Land Transport (Energy Services Division) who wish to be considered for appointment as Deputy Director, Energy Services Division in the Ministry.

II. QUALIFICATIONS

By selection from among officers in the grade of Chief Engineer, Energy Services Division (to be restyled Lead Electrical Engineer, Energy Services Division) who reckon at least two years’ service in a substantive capacity in the grade and who –

(a) possess strong interpersonal and communication skills;

(b) have the ability to lead and motivate a team of officers; and

(c) have the ability to work under pressure.

III. ROLE AND RESPONSIBILITIES

To assist the Director, Energy Services Division in the creation of a safe environment and in ensuring the safety and reliability of electromechanical equipment in Government owned buildings.

IV. DUTIES AND SALARY

1. To assist the Director, Energy Services Division in the day-to-day management of the Energy Services Division.

2. To deputise for the Director, Energy Services Division, as and when required.

3. To supervise, co-ordinate and monitor the work of Chief Engineers, Energy Services Division (to be restyled Lead Electrical Engineer, Energy Services Division) and other technical staff with regard to planning, design and implementation of electrical, electromechanical and energy systems as well as new projects.

4. To prepare and submit project status reports in a timely manner.

5. To ensure operation and maintenance of electrical plant and equipment as well as energy systems of Government owned buildings and sites.

6. To ensure that all electrical installations are carried out in conformity with existing legislation.
7. To liaise with client Ministries/Departments and other stakeholders for project management and ensure best practices of energy efficiency and use of renewable energy to the extent possible in the design of buildings’ services.

8. To participate in research work in connection with electricity and electrical energy.

9. To assist in –
   
   (i) the evaluation of bids;

   (ii) the preparation of guidelines for safety inspection of electrical installations and energy systems; and

   (iii) the promotion and maintenance of a Quality Management System.

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

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

12. 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 Director, Energy Services Division in the roles ascribed to him.

Note

The Deputy Director, Energy Services Division may be required to work outside normal working hours including Sundays, Public Holidays and officially declared cyclone days.

The permanent and pensionable post carries salary in scale Rs 62,950 x 1,850 – 68,500 x 1,950 – 74,350 x 2,825 – 80,000 x 3,000 – 86,000 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. 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 (Public Infrastructure Division).
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](http://psc.govmu.org).


5. Acknowledgement of applications will be made, as far as possible, by [e-mail](mailto:). 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 Thursday 29 December 2016.**

Date: 09 December 2016

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