Applications are invited from qualified officers of the Ministry of Public Infrastructure and Land Transport (Public Infrastructure Division) who wish to be considered for appointment as Superintendent of Works in the Public Infrastructure Division of the Ministry.

II. QUALIFICATIONS

By selection from among officers in the grade of Chief Inspector of Works who reckon at least one year’s service in a substantive capacity in the grade and who –

(a) possess organising, supervisory and communication skills; and

(b) have the ability to lead a team of officers.

III. DUTIES AND SALARY

1. To be responsible to the Head, Works Cadre for the management of sections under his supervision and for the efficient performance of overall civil engineering works.

2. To guide, supervise and co-ordinate the work of Chief Inspectors of Works, Senior Inspectors of Works, Inspectors of Works and other staff under his responsibility.

3. To monitor and streamline execution of all maintenance works and issues within various sections of the Ministry.

4. To ensure the processing of all requests for maintenance and repair works.

5. To channel requests for execution of minor works.

6. To monitor progress of work.

7. To ensure proper management and judicious use of funds.

8. To advise and guide the different sections under his responsibility on all innovative programmes to be implemented.

9. To make recommendations on personnel issues such as transfer and redeployment of staff, and the determination of training needs for the various trades and the organisation of such training.

10. To hold and attend meetings/committees, as and when required, at the Ministry as well as at other Ministries/Departments for the organisation of events such as National Day, State Visits, conferences and sports/social/cultural events.

11. To act as member of Quotation/Bid Evaluation Committees, whenever required, and form part of Boards of Surveys, Injury Boards, Selection Boards and Boards of Enquiry.
12. To assist the Head, Works Cadre in the supervision of minor works contracts allocated to private contractors.

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

14. 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 Superintendent of Works in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 34,175 x 1,200 – 37,775 x 1,500 - 52,775 a month plus salary compensation at approved rates.

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 (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

4. On-line application can also be submitted 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 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.

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 23 June 2015.

Date: 03 June 2015