MAURITIUS PUBLIC SERVICE

Vacancy for the Post of Facilities and Maintenance Officer
Prime Minister’s Office (Home Affairs Division)

Applications are invited from qualified candidates who wish to be considered for appointment as Facilities and Maintenance Officer in the Prime Minister’s Office (Home Affairs 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

1. Candidates should possess:

   A. a Cambridge School Certificate with credit in at least five subjects including English Language, French, Mathematics and Physics obtained at not more than two sittings or

       passes not below Grade C in at least five subjects including English Language, French, Mathematics and Physics obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

   Note

   Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations;

   B. a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level"; and

   C. a diploma in Civil Engineering from a recognised institution.

   OR

   Equivalent qualifications to A, B and C above acceptable to the Public Service Commission.
2. Candidates should -
   (i) possess organising and supervisory skills;
   (ii) have the ability to lead and motivate a team; and
   (iii) be computer literate.

Experience in building construction/electrical works is desirable.

**NOTE**

1. Qualification at **1.A** above should have been obtained prior to qualification at **1.B** above.

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

3. The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.

4. The Commission reserves the right to convene only the best qualified candidates for interview.

**IV. DUTIES AND SALARY**

1. To plan, design, execute, supervise and monitor civil engineering works related to offices falling under the aegis of the Prime Minister’s Office.

2. To be responsible for -
   (i) the maintenance and repairs of plant, furniture and equipment;
   (ii) the maintenance and upkeep of the grounds, buildings and related infrastructure;
   (iii) the preparation of estimates for maintenance work; and
   (iv) the preparation of requisitions and the receipt and issue of tools.

3. To assist in feasibility studies and preparation of tender documents.

4. To make regular inspections of existing infrastructure and to submit reports thereon.

5. To ensure that safety and precautionary measures relating to water and electricity infrastructure are observed.

6. To use ICT in the performance of his duties.
7. 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 Facilities and Maintenance Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 16,500 x 450 – 18,300 x 600 - 19,500 x 750 - 28,500 x 900 – 33,000 x 1,200 – 35,400 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.gov.mu.

4. On-line application can also be submitted through the government web portal at http://www.gov.mu.

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.

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 Tuesday 23 April 2013.

Date: 03 April 2013