

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 22 OF 2024

Vacancy for Post of Deputy Director, Energy Services Division **Ministry of National Infrastructure and Community Development** **(National Infrastructure Division)**

Applications are invited from qualified officers of the Ministry of National Infrastructure and Community Development (National Infrastructure 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 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 Lead Electrical Engineers, 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 68,000 x 1,800 – 69,800 x 2,000 – 75,800 x 2,150 – 82,250 x 3,000 – 88,250 x 3,125 – 94,500 a month.

V. MODE OF APPLICATION

1. Qualified candidates should submit their application **electronically** *via* the website of the Public Service Commission at the following address:

<https://psc.govmu.org>
2. Candidates are requested to follow the procedures that can be accessed through the **“How to Apply”** option on the above address.
3. Candidates **should** also submit a printed copy of their Application Form, **duly signed**, through the Permanent Secretary, Ministry of National Infrastructure and Community Development (National Infrastructure Division).
4. For queries regarding **Username and Password**, the Government Online Centre (GOC) may be contacted on the e-mail address support@ncb.mu or on phone number **454 9955**.
5. For **technical support and other queries**, the helpdesk of the Public Service Commission may be contacted on the e-mail address pdsc@govmu.org or phone number **670 9705** or fax number **670 3417**.
6. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)”** before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

VI. CLOSING DATE

Online Applications should be submitted **not later than 15 00 hours (local time) on Wednesday 05 June 2024**. Applications received after the specified closing date and time will **not** be considered.

Date: 16 May 2024

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