

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 16 OF 2021

**Vacancies for Post of Recovery Programme Officer (Engineering)
Ministry of Local Government and Disaster Risk Management
(National Disaster Risk Reduction and Management Centre)**

Applications are invited from qualified candidates who wish to be considered for appointment as Recovery Programme Officer (Engineering) in the Ministry of Local Government and Disaster Risk Management (National Disaster Risk Reduction and Management Centre).

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

- A. Candidates should possess a degree in Civil Engineering or Chemical and Environmental Engineering from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) be able to work in a group of specialists on diverse fields;
 - (ii) be conversant with climate change and disaster risk reduction related issues;
 - (iii) have good analytical and writing skills;
 - (iv) possess good interpersonal skills with ability to establish and maintain effective working relationships with all stakeholders;
 - (v) be able to meet deadlines; and
 - (vi) be computer literate.

NOTE

1. Candidates should produce written evidence of knowledge claimed.
2. **The onus for the submission of written evidence of knowledge claimed and equivalence of qualifications (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**
3. Candidates may be required to sit for a written examination as part of the selection process.

4. The Commission reserves the right:
 - (i) to convene **only** the best qualified candidates for interview; and
 - (ii) not to make any appointment following this advertisement.

IV. ROLE AND RESPONSIBILITIES

To assist in the effective and efficient management of crisis during the Recovery Phase and the coordination of disaster management activities of the Centre and aligning risk assessments with Disaster Risk Reduction and Management Programmes.

V. DUTIES AND SALARY

1. To be responsible to the Director-General through the Director Recovery for the performance of the following duties –
 - (a) to assist in the production and update of hazard and vulnerability risk maps for the Republic of Mauritius;
 - (b) to analyse research methods and manage the implementation of appropriate research programmes to support the work of the National Disaster Risk Reduction and Management Centre;
 - (c) to carry out field visits and surveys with specialised units of other Ministries/Departments and to coordinate risk assessment surveys for use in Local Disaster Risk Reduction and Management activities;
 - (d) to collate, harmonise, synthesise and draft technical reports as applicable to fulfill the requirements of the National Disaster Risk Reduction and Management Policy, Strategic Framework and Action Plan;
 - (e) to make use of technical indicators to track performance in disaster risk reduction and management;
 - (f) to work with relevant government departments to declare sensitive areas and no build zones based on risk analysis and mapping;
 - (g) to contribute in the building back of disaster resilient infrastructure and buildings during the recovery and reconstruction phases;
 - (h) to provide resource inputs in development and delivery of training and capacity building programmes;
 - (i) to assist in the manning of the National Emergency Operations Command during a crisis or disaster; and
 - (j) to act as secretary in Technical Committees.
2. To use ICT in the performance of his duties.

3. 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 Recovery Programme Officer (Engineering) in the roles ascribed to him.

Note

Recovery Programme Officers (Engineering) will be required to work outside normal working hours including Saturdays, Sundays and Public Holidays and during cyclonic periods and other natural calamities and emergencies.

The permanent and pensionable post carries salary in scale Rs 25,525 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.

VI. MODE OF APPLICATION

1. Qualified candidates are advised to submit their application **electronically** at the following address:

<http://psc.govmu.org>

2. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from **9.00 a.m. to 3.30 p.m. on weekdays and not later than 3.00 p.m. on the closing date.**
3. Candidates are requested to follow the procedures that can be accessed through the **“How to Apply”** option on the above address.
4. Candidates already in the service **should** also submit a printed copy of their electronic Application Form, **duly signed**, through their respective Supervising Officer/Responsible Officer.
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. For queries regarding **Username & Password**, the Government Online Centre (GOC) may be contacted on the e-mail address **support@ncb.mu** or on phone number **454 9955**.
7. 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**.
8. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to Public Advertisement)”** 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.**

9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may submit their application on **PSC Form 7** which may be obtained **either** from the Enquiry Counter of the Ministry of Public Service, Administrative and Institutional 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 Commissions/Embassies overseas.

VII. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side **not later than 3.00 p.m. (local time) on Monday 22 March 2021**. Applications received after the specified closing date and time will **not** be considered.

Date: 02 March 2021

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