

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 55 OF 2021

**Vacancies for Post of Quantity Surveyor/Senior Quantity Surveyor
Ministry of National Infrastructure and Community Development
(National Infrastructure Division)**

Applications are invited from qualified Assistant Quantity Surveyors who wish to be considered for appointment as Quantity Surveyor/Senior Quantity Surveyor in the Ministry of National Infrastructure and Community Development (National Infrastructure Division).

Note: Candidates who applied for the post in response to Public Service Commission Circular Note No. 62 of 2019 dated 21 August 2019 should submit fresh applications.

II. QUALIFICATIONS

- A. By selection from among officers who hold a substantive appointment in the grade of Assistant Quantity Surveyor and who are registered as Professional Quantity Surveyor with the Professional Quantity Surveyors' Council of Mauritius under Section 20 of the Professional Quantity Surveyors' Council Act (No. 7 of 2013), as subsequently amended.
- B. Candidates should possess organising, interpersonal and communication skills and be able to work in a team.

NOTE

Candidates should submit a copy of their registration certificate as Professional Quantity Surveyor together with their Application Form.

III. DUTIES AND SALARY

1. To be responsible for the performance of the following duties in respect of building and civil engineering projects -
 - (a) the preparation of cost estimates, cost plans, activity schedules, bills of quantities and bidding documents;
 - (b) valuation of works in progress;
 - (c) the preparation of cost and financial reports and final accounts;
 - (d) the preparation and issue of certificates of payments; and
 - (e) contract management.
2. To guide, supervise and co-ordinate the work of staff working under his responsibility.
3. To attend meetings and committees, as and when required.
4. To participate in the evaluation of bids for building and civil engineering projects of the National Infrastructure Division of the Ministry.

5. To assist in the training of subordinate staff.
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 Quantity Surveyor/Senior Quantity Surveyor in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 29,400 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 a month.

IV. FRINGE BENEFITS

The Quantity Surveyor/Senior Quantity Surveyor is entitled to the following benefits:-

- (a) 100% duty remission for the purchase of a car with petrol engine capacity of up to 1500 c.c. once every seven years; or
a monthly car allowance of Rs 3,865 in lieu of duty remission;
- (b) loan facilities for the first purchase of a car equivalent to 21 months' salary with interest at the rate of 4% per annum, refundable in 84 monthly instalments;
- (c) a monthly travelling allowance of Rs 11,500 or refund mileage at the rate of Rs 6.50 per km together with a monthly commuted allowance of Rs 3,165 in case the officer performs official travelling during the month;
- (d) passage benefits at the rate of 5% of annual salary drawn; and
- (e) refund of the full amount of annual subscription fee payable to the Professional Quantity Surveyors' Council of Mauritius.

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 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.
2. Applications should be submitted **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Permanent Secretary, Ministry of National Infrastructure and Community Development (National Infrastructure Division).

3. This circular together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at <https://psc.govmu.org>
4. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
5. 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 candidate.**

VI. CLOSING DATE

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours (local time) on Wednesday 03 November 2021.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 14 October 2021

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