

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 4 OF 2022

Vacancies for Post of Assistant Quantity Surveyor **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 Assistant Quantity Surveyor in the National Infrastructure Division of the Ministry.

II. QUALIFICATIONS

By selection from among serving officers on the establishment of the National Infrastructure Division of the Ministry who hold a substantive appointment and who possess a degree in Quantity Surveying from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

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 qualification (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.**

III. DUTIES AND SALARY

1. To assist in the management of quantity surveying aspects of building and civil engineering projects.
2. To measure and compute quantities from drawings and site dimensions.
3. To prepare project cost estimates, cost plans, activity schedules, bills of quantities and bidding documents for building and civil engineering projects.
4. To assess value of works/variations, prepare valuations, cost/financial reports and final accounts and prepare and issue certificates of payments.
5. To participate in the evaluation of bids for building and civil engineering projects of the National Infrastructure Division of the Ministry.
6. To attend meetings and committees, as and when required.

7. To provide guidance and monitor the work of subordinate staff.
8. To use ICT in the performance of his duties.
9. 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 Assistant Quantity Surveyor in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 28,225 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 62,700 a month.

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 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.**

V. CLOSING DATE

Application Forms should be submitted **not later than 15 00 hours (local time) on Wednesday 02 March 2022.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 10 February 2022

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