

MAURITIUS PUBLIC SERVICE
PUBLIC ADVERTISEMENT NO. 15 OF 2022

Vacancies for post of Project Officer/Senior Project Officer
Ministry of National Infrastructure and Community Development
(National Development Unit)

Applications are invited from qualified candidates who wish to be considered for appointment as Project Officer/Senior Project Officer in the Ministry of National Infrastructure and Community Development (National Development Unit).

Note: Candidates who applied for the post in response to Public Advertisement No. 15 of 2020 dated 17 March 2020 should submit fresh applications.

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 be registered as a Registered Professional Engineer of Mauritius in the field of Civil Engineering with the Council of Registered Professional Engineers of Mauritius under Section 13 of the Registered Professional Engineers Council Act No. 49 of 1965, and as subsequently amended.
- B. Candidates should also –
- (i) possess good communication, interpersonal, leadership and supervisory skills;
 - (ii) have sound administrative and organising abilities; and
 - (iii) be computer literate.

NOTE

1. Candidates should produce written evidence of experience/ knowledge claimed.
2. **Candidates should submit a copy of their certificate of registration as Professional Engineer together with their Application Form.**
3. **The onus for the submission of written evidence of experience/knowledge claimed rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience/knowledge claimed by the closing date.**

4. Candidates may be required to take part in a written examination.
5. 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. DUTIES AND SALARY

1. To assist in the implementation of projects within the Technical Division of the National Development Unit.
2. To work in close collaboration with the Project Managers and the Chief Project Manager and to report to them on all projects and matters relating thereto.
3. To work in collaboration with Parliamentary Private Secretaries, Local Authorities and other bodies for initiation of projects and to seek clearances from Ministries/Local Authorities.
4. To prepare project write-up and tender documentation and provide assistance for tender evaluation and draft letters of award.
5. To be responsible for designing, preparing scope of works and supervising building and civil engineering projects.
6. To effect measurement on site before the start and after completion of projects.
7. To draft Commencement, Practical and Final Handing Over Certificate to be issued by the Chief Project Manager.
8. To supervise and monitor projects on site and to submit technical reports and regular progress reports on projects.
9. To supervise works executed by private contractors for the Ministry and to submit reports on their performance.
10. To guide and supervise subordinate staff working under his responsibility and graduate engineers posted in the Ministry in their professional training.
11. To conduct and participate in site meetings.
12. To advise and make appropriate recommendations on contractual issues.
13. To certify payment to contractors and/or consultants and to examine and process payment certificates for payment as well as on completion of projects for finalisation of accounts of projects.

14. To use ICT in the performance of his duties.
15. 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 Project Officer/Senior Project Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in the scale of Rs 33,175 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 – 64,400 x 1,800 – 69,800 a month.

V. FRINGE BENEFITS

The Project Officer/Senior Project Officer is entitled to the following benefits:

- (a) 100% duty remission for the purchase of a car with engine capacity of up to 1500 c.c. once every seven years; or
a monthly car allowance of Rs 3,980 in lieu of duty remission;
- (b) loan facilities for the first purchase of a car equivalent to 21 months' salary with interest rate at 3% per annum, refundable in 84 monthly instalments;
- (c) a monthly travelling allowance of Rs 12,000 or refund of mileage at the rate of Rs 10.60 per km for the first 800 km and Rs 6.60 per km for mileage in excess of 800 kms together with a monthly commuted allowance of Rs 3,260 in case the officers perform official travelling during the month;
- (d) passage benefits at the rate of 5% of the annual salary drawn; and
- (e) refund of the full amount of annual subscription fee payable to the Council of Registered Professional Engineers of Mauritius.

VI. 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. 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 Officer/Responsible Officer.
3. This advertisement 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.**

VII. 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 Thursday 07 April 2022.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 18 March 2022

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