

# **PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 105 OF 2023**

## **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**

**The onus for the submission of 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 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 **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](mailto: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](mailto: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.**

**V. CLOSING DATE**

Online Applications should be submitted **not later than 15 00 hours (local time) on Tuesday 26 December 2023.** Applications received after the specified closing date and time will **not** be considered.

**Date: 06 December 2023**

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