

Vacancy for Post of Superintendent of Works
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 who wish to be considered for appointment as Superintendent of Works in the National Infrastructure Division of the Ministry.

II. QUALIFICATIONS

By selection from among officers in the grade of Chief Inspector of Works who reckon at least one year's service in a substantive capacity in the grade and who

- (i) possess organising, supervisory and communication skills; and
- (ii) have the ability to lead a team of officers.

III. DUTIES AND SALARY

1. To be responsible to the Head, Works Cadre for the management of sections under his supervision and for the efficient performance of overall civil engineering works.
2. To guide, supervise and co-ordinate the work of Chief Inspectors of Works, Senior Inspectors of Works, Inspectors of Works and other staff under his responsibility.
3. To monitor and streamline execution of all maintenance works and issues within various sections of the Ministry.
4. To ensure the processing of all requests for maintenance and repair works.
5. To channel requests for execution of minor works.
6. To monitor progress of work.
7. To ensure proper management and judicious use of funds.
8. To advise and guide the different sections under his responsibility on all innovative programmes to be implemented.
9. To make recommendations on personnel issues such as transfer and redeployment of staff, and the determination of training needs for the various trades and the organisation of such training.
10. To hold and attend meetings/committees, as and when required, at the Ministry as well as at other Ministries/Departments for the organisation of events such as National Day, State Visits, conferences and sports/social/cultural events.

11. To act as member of Quotation/Bid Evaluation Committees, whenever required, and form part of Boards of Survey, Injury Boards, Selection Boards and Boards of Enquiry.
12. To assist the Head, Works Cadre in the supervision of minor works contracts allocated to private contractors.
13. To use ICT in the performance of his duties.
14. 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 Superintendent of Works in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 38,400 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.
4. For queries regarding **Username and Password**, the Government Online Centre (GOC) may be contacted on the e-mail address 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 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 Monday 25 March 2024.** Applications received after the specified closing date and time will **not** be considered.

Date: 05 March 2024

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