

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 25 OF 2024

Vacancies for Post of Project Assistant **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 Assistant in the Ministry of National Infrastructure and Community Development (National Development Unit).

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their **45th** birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

- A. Candidates should possess a diploma in Civil Engineering or Quantity Surveying from a recognised institution or an equivalent qualification acceptable to the Public Service Commission together with at least two years' post-qualification experience in the relevant field.
- B. Candidates should -
- (i) possess knowledge of Auto-Cad application;
 - (ii) possess good communication skills; and
 - (iii) be computer literate.

NOTE

1. Candidates should produce written evidence of experience/knowledge claimed.
2. **The onus for the submission of written evidence of experience/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 experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**

3. Candidates may be required to take part in a written examination.
4. 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 the Project Managers and Project Officer/Senior Project Officers in the overall implementation of projects at the Ministry of National Infrastructure and Community Development (National Development Unit).
2. To assist Project Managers and Project Officer/Senior Project Officers in the supervision of building and civil engineering projects executed by direct labour or by contractors, including the setting out of the works, inspection of excavations, shuttering and steel reinforcement.
3. To supervise all construction activities including the making of tests and taking of test cubes to ensure compliance with drawings and specifications.
4. To attend site meetings.
5. To carry out surveys and levelling in connection with building and civil engineering works including the survey of existing buildings.
6. To prepare drawings and detailing of reinforcement of concrete and steel structures and plans related to survey works including contour plans, longitudinal and cross sections.
7. To assist Project Officer/Senior Project Officers and other officers in taking-off quantities, preparation of bills of quantities and measurement of work on site.
8. To seek clearances from Ministries, Local Authorities and relevant stakeholders.
9. To use ICT in the performance of his duties.
10. 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 Assistant in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 23,025 x 400 - 23,425 x 525 - 26,050 x 675 - 27,400 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 a month.

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. Candidates already in the service **should** submit their Application Form **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.**

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 Thursday 09 May 2024.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 19 April 2024

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