

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 49 OF 2025

Vacancies for Post of Project Assistant
Ministry of National Infrastructure
(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 (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. 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 (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 are advised to submit their application **electronically** at the following address:

<https://psc.govmu.org>
2. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from **09 00 hours to 15 30 hours on weekdays and not later than 15 00 hours on the closing date.**
3. Candidates are requested to follow the procedures that can be accessed through the “**How to Apply**” option on the above address.
4. Candidates already in the service **should** also submit a printed copy of their electronic Application Form, **duly signed**, through their respective Supervising Officer/Responsible Officer.
5. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
6. For queries regarding **Username and Password**, the Government Online Centre (GOC) may be contacted on the e-mail address support@ncb.mu or phone number **454 9955**.
7. 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**.
8. Candidates are also advised to read carefully the “**NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to Public Advertisement)**” 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.**
9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may submit their application on **PSC Form 7** which may be obtained **either** from the Enquiry Counter of the Ministry of Public Service and Administrative 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.

VI. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours (local time) on Wednesday 10 September 2025.** Applications received after the specified closing date and time will **not** be considered.

Date: 21 August 2025

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