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 40th 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 sit for a written examination as part of the selection process.

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 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 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 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 21,000 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 48,425 a month.

V. **MODE OF APPLICATION**

1. Qualified candidates are advised to submit their application electronically at the following address:

   [http://psc.govmu.org/English/Pages/PscHomepage.aspx](http://psc.govmu.org/English/Pages/PscHomepage.aspx)

2. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from 9.00 a.m. to 3.30 p.m. on weekdays and not later than 3.00 p.m. 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 by e-mail. Candidates are advised to submit their e-mail address.

6. For queries regarding **Username & Password**, the Government Online Centre (GOC) may be contacted on the e-mail address: support@ncb.mu or on 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, 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.

**VI. CLOSING DATE**

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. (local time) on Tuesday 22 December 2020**. Applications received after the specified closing date and time will not be considered.

Date: 02 December 2020

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