

GOVERNMENT OF MAURITIUS


**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

- Ministry:** Public Infrastructure and Land Transport (Public Infrastructure Division)
- Post:** Lead Architect
- Salary:** Rs 46,900 x 1,525 – 49,950 x 1,625 – 62,950 x 1,850 – 68,500 x 1,950 – 70,450 (26 075 089)
- Effective Date:** 30 October 2017
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Principal Architect in post as at 31 December 2015 who reckon at least three years' service in a substantive capacity in the grade and who –
- (i) possess good managerial and leadership skills;
 - (ii) possess good interpersonal and communication skills;
 - (iii) have the ability to organise and manage building projects from inception to completion; and
 - (iv) have knowledge of administrative, financial and procurement and supply procedures.
- Role and Responsibilities:** To be responsible for the implementation of building projects pertaining to architectural works.
- Duties:**
1. To work under the general supervision and direction of the Director (Architecture) and Deputy Director (Architecture) for the performance of the following duties –
 - (i) assisting in the monitoring of building projects under the capital budget;
 - (ii) monitoring the planning, design and supervision of building projects and submitting periodic reports;
 - (iii) assisting in the preparation and implementation of building codes and legislation;
 - (iv) liaising with the Head Office and other Ministries/Departments on architectural matters and to give advice, as appropriate;

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for Secretary for Public Service

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- (v) vetting architectural drawings and specifications;
 - (vi) liaising with the Quantity Surveying and Engineering Sections, consultants and stakeholders of the building industry;
 - (vii) administering contracts for major and complex building projects;
 - (viii) arranging for reports on the performance of contractors and consultants;
 - (ix) supervising and coordinating the work of subordinate staff;
 - (x) assisting in the preparation of budget estimates for the Architect Section; and
 - (xi) participating in the evaluation of bids organised by the Departmental Bids Committee of the Public Infrastructure Division of the Ministry and attending meetings related thereto.
2. To attend meetings and committees, as and when required.
 3. To use ICT in the performance of his duties.
 4. 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 Lead Architect in the roles ascribed to him.



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