

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 Engineer
- 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:** 03 October 2017
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Engineer/Senior Engineer (Civil) who reckon at least five years' service in a substantive capacity in the grade and who –
- (i) have overall knowledge in civil and building project management;
 - (ii) have knowledge of administrative, financial and procurement and supply procedures relating to civil engineering and building contracts;
 - (iii) possess good organising, supervisory and leadership skills; and
 - (iv) possess good interpersonal and communication skills.
- Role and Responsibilities:** To assist the Director (Civil Engineering) in the effective and efficient management of the Engineering Section.
- Duties:**
1. To be responsible to the Director (Civil Engineering) for the management of specific units of the Engineering Section including the Materials Testing Laboratory of the Ministry.
 2. To supervise and coordinate the work of staff working under his responsibility and ensure their proper training.
 3. To coordinate the work of consultants on projects and review their reports.
 4. To prepare and submit monthly progress reports to management.
 5. To ensure that the provisions of appropriate legislation are enforced.
 6. To assist the Director (Civil Engineering) in the preparation of budget estimates relevant to the Engineering Section.

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CERTIFIED CORRECT


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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

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7. To make recommendations for amendments in relevant legislation, whenever necessary.
8. To participate in –
 - (i) the preparation of bidding documents for building and civil engineering projects in relation to maintenance works;
 - (ii) the evaluation of bids of the Ministry; and
 - (iii) meetings and committees as well as to conduct coordination meetings, as and when required.
9. To ensure that administrative and financial procedures have been followed as regards certificates of payment and to authorise release thereof.
10. To train and guide staff under his responsibility.
11. To use ICT in the performance of his duties.
12. 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 Engineer in the roles ascribed to him.



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