

GOVERNMENT OF MAURITIUS

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

- Ministry:** Local Government and Outer Islands
- Post:** Principal Project Officer
- Salary:** Rs 45,275 x 1,500 – 58,775 x 1,800 – 65,975 (26 70 83)
- Effective Date:** 29 August 2014
- Qualifications:** By promotion, on the basis of experience and merit, of officers who –
- (i) reckon –
 - (a) at least six years' service in a substantive capacity in the grade of Project Officer/Senior Project Officer (Solid Waste Management Division) or
 - (b) an aggregate of at least six years' service in a substantive capacity in the grade of Project Officer/Senior Project Officer (Solid Waste Management Division) and the former grades of Senior Project Officer and/or Project Officer, Solid Waste Management Division;
 - (ii) have administrative and organising abilities; and
 - (iii) possess good communication and managerial skills.
- Role and Responsibilities:** To be responsible to the Director, Solid Waste Management Division for the general supervision and the implementation of waste management programs, projects and schemes under his responsibility.
- Duties:**
1. To be responsible for the planning, development, operation and management of the Mare Chicose Landfill and any other major disposal and treatment facilities and recycling programs.
 2. To devise and to implement a management system for proper contract management and quality control for execution of works and delivery of services.
 3. To analyse the findings of the Project Officer/Senior Project Officer (Solid Waste Management Division) on the environmental monitoring reports and propose corrective measures and alternative solutions on the following –

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for Senior Chief Executive
Ministry of Civil Service and
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- (i) On-site environmental parameters such as waste settlements, leachate qualities and levels, gas quality, pressures and emission rates; and
 - (ii) Off-site environmental parameters on gas migration, groundwater and surface water qualities.
4. To prepare bidding documents, specifications, drawings, implementation schedules and cost estimates for waste management contracts.
 5. To draft Terms of Reference for appointment of Consultants.
 6. To act as member of Bid Evaluation Committee.
 7. To conduct feasibility studies and to formulate project write-ups for projects under his responsibility.
 8. To monitor progress on programs and projects, evaluate their effectiveness and recommend corrective actions, as and when required.
 9. To conduct progress meetings with contractors and consultants.
 10. To certify payment and assess claims and variation orders.
 11. To represent the Ministry on Boards and Committees and other appropriate fora.
 12. To coach and provide guidance to Project Officer/Senior Project Officers (Solid Waste Management Division) in project planning, implementation and monitoring and evaluation.
 13. To use ICT in the performance of his duties.
 14. 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 Principal Project Officer in the roles ascribed to him.



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