

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

38

**Ministry:** Environment and Sustainable Development

**Post:** Project Officer

**Salary:** Rs ~~22,000 x 600 = 23,200 x 800 = 28,000 x 1,000 = 30,000 x 1,250 = 40,000 (26 49 67)~~

*26,250 x 750 = 28,500 x 900 = 33,000 x 1,200 = 36,600 x 1,500 =*  
*48,600 (26 48 67) [PRR Report 2013].*

**Effective Date:** 23 November 2011

**Qualifications:** Candidates should –

- (i) be Civil Engineers, registered as Registered Professional Engineer with the Council of Registered Professional Engineers of Mauritius under section 13 of the Registered Professional Engineers Council Act No. 49 of 1965, and as subsequently amended;
- (ii) have sound administrative and organising abilities;
- (iii) possess good communication, interpersonal, leadership and supervisory skills; and
- (iv) be computer literate.

Candidates should produce written evidence of knowledge claimed.

**Duties:**

1. To assist in the implementation of projects undertaken by the Ministry.
2. To work in close collaboration with the Project Manager and the Deputy Project Manager and to report to them on all projects and matters relating thereto.
3. To prepare project write-up and bid documentation and provide assistance for bid evaluation and draft letters of award.
4. To be responsible for designing, preparing scope of works and supervising building and civil engineering projects.
5. To effect measurement on site before the start and after completion of projects.
6. To draft Commencement, Practical and Final Handing Over Certificate to be issued by the Project Manager.
7. To supervise and monitor projects on site and to submit technical reports and regular progress reports on projects.

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**CERTIFIED CORRECT**



for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

23 NOV 2011

Date.....



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-2-

8. To supervise works executed by private contractors for the Ministry and to submit reports on their performance.
9. To attend and participate in site meetings.
10. To advise and make appropriate recommendations on contractual issues.
11. To certify payment to contractors and/or consultants and to examine and process certificates for payment on completion of projects for finalisation of accounts of projects.
12. To use ICT in the performance of his duties.
13. 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 Officer in the roles ascribed to him.



**CERTIFIED CORRECT**

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*for Senior Chief Executive  
Ministry of Civil Service and  
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