

GOVERNMENT OF MAURITIUS

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

Ministry: Public Infrastructure, National Development Unit, Land Transport and Shipping (National Development Unit)

Post: Project Assistant

Salary: Rs 19,025 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 45,275 (26 42 70)

Effective Date: 28 May 2014

- Qualifications:**
- A. 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.

Candidates should produce written evidence of experience/knowledge claimed.

- Duties:**
1. To assist the Project Managers and Project Officers in the overall implementation of projects at the Ministry of Public Infrastructure, National Development Unit, Land Transport and Shipping (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.

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CERTIFIED CORRECT

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S. Chandrasingh
 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms

28 May 2014

Date.....

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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.



CERTIFIED CORRECT

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

28 May 2014

Date.....