

GOVERNMENT OF MAURITIUS

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

Ministry: Environment and National Development Unit (National Development Unit)

Post: Project Co-ordinator

Salary: Rs 70,000 (02 00 86)

Effective Date: 19 April 2010

Qualifications: Candidates should -

- (i) be registered as Professional Engineer (Civil Engineering) with the Council of Registered Professional Engineers of Mauritius under section 13 of Act No. 49 of 1965, as subsequently amended;
- (ii) reckon at least ten years' working experience in project management at senior professional level;
- (iii) possess strong leadership, managerial, communication and interpersonal skills and sound administrative and organising ability; and
- (iv) have adequate knowledge in information technology with ability to operate engineering software.

Candidates should produce written evidence of experience/knowledge claimed.

Role and Responsibilities: To be responsible to the Permanent Secretary for the effective overall implementation, management and co-ordination of projects of the Engineering Section of the Ministry of Environment and National Development Unit (NDU).

- Duties:**
- 1. To drive the conception and realisation of projects at the NDU.
 - 2. To tender timely technical advice and ensure the smooth running/operation of the Engineering Section of the Ministry.
 - 3. To liaise with Parliamentary Private Secretaries, Local Authorities and other bodies for initiation of projects.
 - 4. To act as co-ordinator between the NDU and other agencies regarding the smooth implementation of projects.

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

19 APR 2010

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5. To oversee all building and civil engineering works undertaken by Consultancy firms on behalf of the NDU.
6. To monitor progress on projects and recommend corrective action, as and when required.
7. To analyse the reports submitted by technical staff and advise management on follow-up action.
8. To prepare and submit progress reports at regular intervals to Management.
9. To prepare budget for building and civil engineering projects in line with the Programme-Based Budgeting.
10. To ensure that budget expenditure for projects is properly monitored.
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 Project Co-ordinator in the roles ascribed to him.



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