

**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 Manager

Salary: Rs 45,275 x 1,500 – 58,775 x 1,800 – 65,975 (26 70 83)

Effective Date: 10 September 2014

Qualifications: Candidates should –

- A. I (i) be registered as a Registered Professional Engineer of Mauritius in the field of Civil Engineering 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; and
- (ii) reckon at least six years' post-registration experience in supervision and management of Civil Engineering projects.

OR

II (i) possess –

- (a) a Cambridge Higher School Certificate with passes at "Principal Level" in Mathematics and Physics or passes in Mathematics and Physics obtained on one certificate at the General Certificate of Education "Advanced Level";
- (b) a degree in Civil Engineering from a recognised institution; and
- (c) a Master's Degree in Project Management or Environmental Engineering from a recognised institution.

OR


Equivalent qualifications to A. II(i) above acceptable to the Public Service Commission.

- (ii) reckon at least four years' post-registration experience in supervision and management of Civil Engineering projects.

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

10 September 2014

Date.....

GOVERNMENT OF MAURITIUS

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NOTE

Qualification at A. II(i)(a) above should have been obtained prior to qualification at A. II(i)(b) above and qualification at A. II(i)(b) above should have been obtained prior to qualification at A. II(i)(c) above. However, candidates who, as at 30 June 2008, did not possess the qualification at A. II(i)(a) above but who possess the qualifications at A. II(i)(b) and A. II(i)(c) above will also be considered provided they hold -

- (a) a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission; and
- (b) a PhD or a second Master's Degree or a postgraduate diploma from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.


Qualification at (a) under 'NOTE' should have been obtained prior to qualifications at A. II(i)(b) and A. II(i)(c) above and at (b) under 'NOTE'.

- B. be computer literate;
- C. possess sound organising and administrative abilities and good communication and supervisory skills; and
- D. have adequate knowledge in Information Technology with ability to operate engineering software.

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Candidates should produce written evidence of experience/knowledge claimed.

**Role and
Responsibilities:**

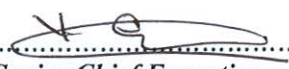
To assist the Chief Project Manager in the implementation of projects of the Technical Division of the Ministry of Public Infrastructure, National Development Unit, Land Transport and Shipping (National Development Unit).

Duties:

1. To be responsible for the supervision, monitoring and general management of all projects under his responsibility.
2. To ensure that the approval of the head of the Ministry has been obtained prior to project implementation.
3. To prepare project write-up and tender documentation and evaluate tenders.
4. To guide, supervise and co-ordinate the work of the team under his responsibility.
5. To monitor progress on projects and recommend corrective actions, as and when required.
6. To prepare and submit progress reports at regular intervals to Management.
7. To ensure that budget expenditure for projects is properly monitored.
8. To assist the Chief Project Manager in the preparation of budget for building and civil engineering projects in line with the Programme-Based Budgeting.
9. To conduct and participate in meetings/committees including those on sites, as and when required.
10. To certify claims for payment.
11. To guide Trainee Engineers posted in the Ministry in their professional training.
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 Manager in the roles ascribed to him.



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