

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 Officer

Salary: Rs 27,425 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 (26 54 75)

Effective Date: 28 May 2014

Qualifications: A. Candidates should –

(i) For Civil Engineering

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.

(ii) For Quantity Surveying

be professional members of the Royal Institution of Chartered Surveyors (Quantity Surveying) or possess an equivalent qualification acceptable to the Public Service Commission.

(iii) For Architecture

be registered as Professional Architect under Section 18 of the Professional Architects Council Act, 1988 and who possess good knowledge and experience in the design and supervision of building projects.

(iv) For Land Surveying

be holders of a Land Surveyor's Commission issued under Section 4 of the Land Surveyors Act and should possess knowledge of relevant legislation and Government Orders regulating disposal of State Lands, "Pas Geometriques" as well as land required for the purpose of implementation of projects.

B. Candidates should also -

(i) possess good communication, interpersonal, leadership and supervisory skills;

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[Signature]
for Senior Chief Executive
Ministry of Civil Service and
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28 May 2014

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- (ii) have sound administrative and organising abilities; and
- (iii) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

Duties:

(i) For Civil Engineering

1. To assist in the implementation of projects within the Technical Division of the National Development Unit.
2. To work in close collaboration with the Project Managers and the Chief Project Manager and to report to them on all projects and matters relating thereto.
3. To work in collaboration with Parliamentary Private Secretaries, Local Authorities and other bodies for initiation of projects and to seek clearances from Ministries/Local Authorities.
4. To prepare project write-up and tender documentation and provide assistance for tender evaluation and draft letters of award.
5. To be responsible for designing, preparing scope of works and supervising building and civil engineering projects.
6. To effect measurement on site before the start and after completion of projects.
7. To draft Commencement, Practical and Final Handing Over Certificate to be issued by the Chief Project Manager.
8. To supervise and monitor projects on site and to submit technical reports and regular progress reports on projects.
9. To supervise works executed by private contractors for the Ministry and to submit reports on their performance.
10. To guide and supervise subordinate staff working under his responsibility and graduate engineers posted in the Ministry in their professional training.
11. To conduct and participate in site meetings.

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S. Chandrasekhar
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**for Senior Chief Executive
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12. To advise and make appropriate recommendations on contractual issues.
13. To certify payment to contractors and/or consultants and to examine and process payment certificates for payment as well as on completion of projects for finalisation of accounts of projects.
14. To use ICT in the performance of his duties.
15. 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.

(ii) For Quantity Surveying

1. To prepare cost plans, estimates, bills of quantities and tender documents.
2. To assess work in progress and to prepare final accounts.
3. To prepare and issue payment certificates in respect of building and civil engineering projects.
4. To assist in the management of contracts.
5. To guide and supervise the work of subordinate staff working under his responsibility.
6. To attend meetings and committees.
7. To participate in the evaluation of tenders.
8. To use ICT in the performance of his duties.
9. 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.

(iii) For Architecture

1. To design and supervise building projects.

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2. To assist in the management and administration of building contracts and other related projects necessitating designs and plans.
3. To attend meetings with client Ministries/Departments so as to ensure that drawings meet their requirements.
4. To attend all meetings/committees in connection with building projects.
5. To hand over sites, issue practical completion and final Handing Over Certificates.
6. To liaise with Project Managers and the Chief Project Manager and other technical staff for the preparation of drawings and/or supervision of projects.
7. To supervise the work of Project Assistants and other support staff dealing with project implementation.
8. To use ICT in the performance of his duties.
9. 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.

(iv) For Land Surveying

1. To carry out surveys of State Lands, "Pas Geometriques" and other property required for projects in conformity with existing laws, conventions and rules.
2. To survey private properties required for acquisition, sale and exchange in relation to Government projects.
3. To draw up memoranda of surveys and descriptions of land being acquired compulsorily.
4. To be in charge of the drafting of deeds of leases.
5. To correct and approve description of plots of State Lands to be leased.
6. To examine Powers of Attorney and Articles of Association of contracting bodies before deeds of leases are assigned.

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7. To carry out regular inspection of State Lands and "Pas Geometriques" to detect cases of encroachment and squatting.
8. To carry out searches at the Registrar-General's Department or at the National Archives.
9. To assist in seeking way leaves and entry of access in relation to implementation of projects.
10. To carry out Geodetic surveys, to maintain triangulation and Global Positioning System (GPS) network.
11. To update and maintain Geodetic Control point-records.
12. To see that surveying equipment are properly handled during field survey works.
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 Project Officer in the roles ascribed to him.



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