

GOVERNMENT OF MAURITIUS

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

Ministry: Prime Minister's Office (Home Affairs Division)

Post: Facilities and Maintenance Officer

Salary: Rs 14,200 x 400 – 15,000 x 500 – 16,000 x 600 – 23,200 x 800 – 28,000 x 1,000 – 29,000 (26 35 58)

Effective Date: 20 March 2012

Qualifications:

A. (a) Cambridge School Certificate with credit in at least five subjects including English Language, French, Mathematics and Physics obtained at not more than two sittings or

(b) Passes not below Grade C in at least five subjects including English Language, French, Mathematics and Physics obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained 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.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".

C. A diploma in Civil Engineering from a recognised institution.

OR

Equivalent qualifications to A, B and C above acceptable to the Public Service Commission.

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for Senior Chief Executive
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- D. Candidates should –
- (i) possess organising and supervisory skills;
 - (ii) have the ability to lead and motivate a team; and
 - (iii) be computer literate.

Experience in building construction/electrical works is desirable.

Qualification at A above should have been obtained prior to qualification at B above.

Candidates should produce written evidence of knowledge/experience claimed.

Duties:

1. To plan, design, execute, supervise and monitor civil engineering works related to offices falling under the aegis of the Prime Minister's Office.
2. To be responsible for –
 - (i) the maintenance and repairs of plant, furniture and equipment;
 - (ii) the maintenance and upkeep of the grounds, buildings and related infrastructure;
 - (iii) the preparation of estimates for maintenance work; and
 - (iv) the preparation of requisitions and the receipt and issue of tools.
3. To assist in feasibility studies and preparation of tender documents.
4. To make regular inspections of existing infrastructure and to submit reports thereon.
5. To ensure that safety and precautionary measures relating to water and electricity infrastructure are observed.
6. To use ICT in the performance of his duties.
7. 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 Facilities and Maintenance Officer in the roles ascribed to him.

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