

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 (Public Infrastructure Division)

Post: Deputy Director (Quantity Surveying)

Salary: Rs 50,000 x 1,500 – 56,000 x 2,000 – 62,000 (26 75 82)

Effective Date: 31 May 2010

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Principal Quantity Surveyor who reckon at least two years' service in a substantive capacity in the grade and who have –

- (i) a wide knowledge of matters relating to bidding documents and management of contracts; and
- (ii) administrative and managerial skills.

Role and Responsibilities: To assist in the proper management of the Quantity Surveying Section.

- Duties:**
1. To deputise for the Director (Quantity Surveying).
 2. To guide, supervise and co-ordinate the work of subordinate staff.
 3. To deal with and guide subordinate staff in connection with contractual matters including arbitration.
 4. To assist other Ministries on matters relating to Quantity Surveying.
 5. To maintain a register of projects and contracts.
 6. To participate in the evaluation of bids for building and civil engineering projects for the Ministry of Public Infrastructure, National Development Unit, Land Transport and Shipping (Public Infrastructure Division).
 7. To attend meetings and committees.
 8. To assist in the implementation of Performance Management System in the Quantity Surveying Section.

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

31 MAY 2010

Date.....

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

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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 Deputy Directors (Quantity Surveying) in the roles ascribed to them.



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

Date..... **31 MAY 2010**