

GOVERNMENT OF MAURITIUS

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

- Ministry:** National Infrastructure and Community Development
(National Infrastructure)
- Post:** Chief Technical Design Officer
- Salary:** Rs 38,400 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 –
54,200 x 1,700 – 64,400 x 1,800 – 66,200 (26 071 090)
- Effective Date:** 19 June 2024
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of
Principal Technical Design Officer who –
- (i) reckon at least two years' service in a substantive capacity in the grade;
 - (ii) possess good administrative and managerial skills;
 - (iii) possess good interpersonal and communication skills;
 - (iv) are well-versed in matters relating to architectural and engineering drawings and plans; and
 - (v) are conversant with the use of AUTOCAD software and the latest technologies in computerised designs and drawings.
- Role and Responsibilities:** To be responsible for the proper management of the Drawing Office through timely delivery of services which are responsive to the needs of the Architectural Division.
- Duties:**
1. To be responsible to the Director (Architecture) for the following duties –
 - (a) effective and efficient day-to-day running of the Drawing Office;
 - (b) supervising and providing necessary advice and guidance to subordinate staff;
 - (c) monitoring the preparation of drawings for all capital projects for tender documents;
 - (d) supervising the preparation of architectural and structural engineering, including mechanical and electrical drawings and plans;
 - (e) organising training for staff of the Drawing Office;

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CERTIFIED CORRECT

B. D. Nundloll

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B. D. Nundloll (Mrs)
for Secretary for Public Service

19 June 2024

Date.....

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- (f) monitoring the programme of site surveys; and
 - (g) ensuring adequate provision of stationeries, tools and equipment and IT facilities.
2. To attend meetings/Committees with Directors and management, as and when required.
 3. To be responsible for the management of the Record Unit for the safe keeping of all plans of Government buildings.
 4. To be responsible for the management of the Printing Unit and ensure judicious use of the equipment therein including control of prints, copies and scanning of drawings.
 5. To use ICT in the performance of his duties.
 6. 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 Chief Technical Design Officer in the roles ascribed to him.

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