

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

- Ministry:** Foreign Affairs, Regional Integration and International Trade
- Post:** Project Manager, Foreign Affairs
- Salary:** Rs 36,575 x 1,200 – 37,775 x 1,500 – 58,775 (26 64 79)
- Effective Date:** 29 October 2013
- Qualifications:** Candidates should –
- (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.
  - (ii) reckon at least three years' post-registration experience in project management; and
  - (iii) be computer literate and be able to operate engineering software packages.

Candidates should produce written evidence of experience/knowledge claimed.

**NOTE**

The selected candidate would be employed on contractual terms for a period to be determined on the basis of the duration of the projects.

**Roles and Responsibilities:** To be responsible to the Head of the Ministry or an officer designated by him for the management and monitoring of the infrastructural projects of the Ministry in a cost-effective and efficient manner.

- Duties:**
1. To monitor and manage all infrastructural projects of the Ministry.
  2. To analyse documents relating to infrastructural projects.
  3. To assist in the implementation of infrastructural projects of the Ministry.
  4. To prepare project write-up and bid documents and assist in evaluation of bids.
  5. To monitor progress on projects and recommend remedial actions, as and when required.

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**CERTIFIED CORRECT**

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

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6. To prepare and submit progress reports at regular intervals.
7. To assist in the preparation of budget for building and civil engineering projects in line with the Programme-Based Budgeting.
8. To ensure that budget expenditure for projects is properly monitored.
9. To advise and make appropriate recommendations on contractual issues.
10. To ensure that appropriate works are carried out before certification of works prior to payment.
11. To advise on claims for payment.
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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