

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

**Ministry:** Environment and National Development Unit (Environment Division)

**Post:** Deputy Project Manager

**Salary:** Rs 30,000 x 1,250 – 45,000 (26 59 71)

**Effective Date:** 18 June 2009

**Qualifications:** Candidates should:-

- (i) be registered as Professional Engineers (Civil) with the Council of Registered Professional Engineers of Mauritius under section 13 of the Registered Professional Engineers Council Act No. 49 of 1965, as subsequently amended;
- (ii) reckon at least three years' post-registration experience in the formulation and implementation of Public Sector projects;
- (iii) possess sound administrative and organising abilities and strong interpersonal, leadership and managerial skills; and
- (iv) be computer literate.

Possession of a postgraduate qualification in Management or Project Management from a recognised institution and experience in landscaping works are desirable.

Candidates should produce written evidence of experience/knowledge claimed.

**Role and**

**Responsibilities:** To assist in the formulation and implementation of environmental projects.

**Duties:**

1. To deputise for the Project Manager, as and when required.
2. To assist the Project Manager in the overall direction and control of the Living Environment Unit.
3. To identify, design, execute and monitor civil engineering projects and other landscaping works.
4. To prepare tender documents and contracts.
5. To assist in the analysis and appraisal of tenders.

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**CERTIFIED CORRECT**

*R R ue*

for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

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Date.....



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6. To supervise, monitor and evaluate works executed by private contractors and by inhouse labour of the Ministry.
7. To ensure that projects are executed in conformity with approved specifications and standards.
8. To certify payments to contractors/suppliers.
9. To prepare and submit progress reports at regular intervals.
10. To liaise with other Ministries/Departments and Agencies for the proper implementation of projects.
11. To participate in meetings and committees, as and when required.
12. To perform all IT related 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 Deputy Project Manager in the roles ascribed to him.



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