

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

- Ministry:** Environment and National Development Unit (Environment Division)
- Post:** Project Manager
- Salary:** Rs 37,500 x 1,250 – 50,000 (26 65 75)
- Effective Date:** 18 June 2009
- Qualifications:** By promotion, on the basis of experience and merit, of an officer in the grade of Deputy Project Manager reckoning at least two years' service in a substantive capacity in the grade and possessing:
- (i) the ability to lead and motivate a team; and
 - (ii) good communication and interpersonal skills.
- Role and Responsibilities:** To be responsible for the formulation and implementation of environment protection projects.
- Duties:**
1. To be responsible to the Permanent Secretary for the overall direction and control of the Living Environment Unit.
 2. To prepare landscaping, beach conservation and other infrastructural projects oriented to the improvement of quality of life, including such aspects as -
 - (a) the cost estimates of the projects; and
 - (b) the implementation schedules.
 3. To supervise the implementation of projects and to ensure that these projects are executed in conformity with approved specifications and standards.
 4. To monitor contract works.
 5. To assist in the preparation of contracts and tender documents.
 6. To ensure co-ordination with other Ministries/Departments, organisations, Local Authorities, parastatal bodies, as and when required.
 7. To represent the Ministry in committees, as and when required.



CERTIFIED CORRECT

R. Rue

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

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8. To examine and certify expenditures on the projects.
9. To ensure that optimum use is made of the labour force in the execution of the projects.
10. To prepare monthly progress reports on the implementation of the projects.
11. To perform all IT related duties.
12. 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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