

GOVERNMENT OF MAURITIUS

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

- Organisation:** Rodrigues Regional Assembly (Public Infrastructure)
- Post:** Officer-in-Charge, Public Infrastructure
- Salary:** Rs 37,500 x 1,250 – 50,000 (26 65 75)
- Effective Date:** 22 August 2012
- Qualifications:** By promotion, on the basis of experience and merit, of an officer who –
- (i) reckons –
 - (a) at least six years' service in a substantive capacity in the grade of Senior Engineer (Civil) or
 - (b) an aggregate of six years' service in a substantive capacity in the grades of Senior Engineer (Civil) and Engineer (Civil);
 - (ii) possesses good communication and interpersonal skills;
 - (iii) has overall knowledge in civil and building project management; and
 - (iv) has knowledge of administrative, stores and financial procedures relating to civil engineering and building contracts.
- Role and Responsibilities:** To be responsible for the management and the day-to-day administration of the Public Infrastructure Division in line with approved policies.
- Duties:**
1. To be responsible to the Departmental Head for the efficient and effective operation and administration of the Public Infrastructure Division which includes the planning, co-ordination and supervision of all aspects of work.
 2. To supervise and co-ordinate the work of staff working under his responsibility and to ensure their proper training.
 3. To participate in meetings and committees, as and when required.

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CERTIFIED CORRECT

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

Date... 22 AUG 2012

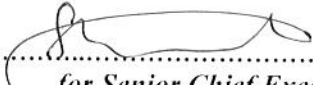
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4. To co-ordinate the works of consultants on projects and to review their reports.
5. To prepare and submit monthly progress reports to management.
6. To assist in the preparation of budget relevant to the Division in line with the Programme-Based Budgeting.
7. To participate in the preparation and evaluation of bids of the Commission.
8. To ensure that the provisions of appropriate legislations are enforced.
9. To make recommendations for amendments in legislations, whenever necessary.
10. To use ICT in the performance of his duties.
11. 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 Officer-in-Charge, Public Infrastructure in the roles ascribed to him.

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