

PROPOSED SCHEME OF SERVICE

ORGANISATION:	Mauritius Sports Council
POST:	Project Manager (Contractual 1 years renewable upon satisfactory performance)
SALARY:	62,950 x 1,850 – 68,500 x 1,950 – 70,450 monthly.
Travelling allowance:	Rs 13,200 and Rs 3980 monthly car allowance in lieu of duty-free car.
Phone Allowance:	Rs 3000

QUALIFICATIONS:

Candidates should – I. (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; and

(ii) reckon at least six years' post-registration experience in supervision and management of Civil Engineering projects.

OR

II. (i) possess -

(a) a Cambridge Higher School Certificate with passes at "Principal Level" in Mathematics and Physics or passes in Mathematics and Physics obtained on one certificate at the General Certificate of Education "Advanced Level".

(b) a degree in Civil Engineering from a recognised institution; and

(c) a master's degree in project management or environmental engineering from a recognised institution.

OR

Equivalent qualifications to A. II(i) above acceptable to the Council.

(ii) reckon at least four years' post-registration experience in supervision and management of Civil Engineering projects.

A. Candidates should: -

(i) Possess good communication, interpersonal and problem-solving skills.

(ii) Ability to prioritize and execute multiple simultaneous projects in a deadline-driven environment.

(iii) Self-starter and ability to self-manage workload, including taking initiative to propose to the management.

(iv) Excels in a team environment, working collaboratively in a dynamic, fast-paced and deadline-driven setting.

NOTE

1. Candidates should produce written evidence of knowledge claimed.
2. Candidates should submit a copy of their registration certificate as a Professional Engineer together with their Application Form.
2. The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.
3. Candidates may be required to take part in a written examination.
4. The Council reserves the right:
 - i. To convene only the best-qualified candidates for interview; and
 - ii. not to make any appointment following this advertisement.

ROLE AND RESPONSIBILITIES

To assist the Mauritius Sports Council in the implementation of Capital projects as delegated by the Ministry of Youth Empowerment, Sports and Recreation (MYESR).

Design and implement a preventive maintenance strategy for the Sports infrastructures under the management of the MSC.

DUTIES

1. To be responsible for the supervision, monitoring, and general management of all projects under his responsibility.
2. To ensure that the approval of the head of the Ministry has been obtained prior to project implementation.
3. To prepare project write-up and tender documentation and evaluate tenders.
4. To guide, supervise and coordinate the work of the team under his responsibility in view of the maintenance of all Sports Infrastructure under the management of the MSC.
5. To monitor progress on projects and recommend corrective actions, as and when required.
6. To prepare and submit progress reports at regular intervals to Management.
7. To ensure that budget expenditure for projects is properly monitored.

8. To work in close collaboration with the Project Coordinator of the MYESR for the Maintenance plan and project implementation.
9. The preparation of budget for building, civil engineering projects, and maintenance plan.
10. To conduct and participate in meetings/committees including those on sites, as and when required.
11. To certify claims for payment.
12. To guide Engineers posted in the department.
13. To use ICT in the performance of his duties.
14. 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..