MINISTRY OF YOUTH AND SPORTS

SCHEME OF SERVICE

Post: Quantity Surveyor (on contract)

Salary: Rs 29400 to Rs 62 950 (negotiable, depending on qualifications and experience)

Qualifications: By selection from candidates who:

(i) are registered as Professional Quantity Surveyor with the Professional Quantity Surveyors’ Council of Mauritius under Section 20 of the Professional Quantity Surveyors’ Council Act (No. 7 of 2013), as subsequently amended;

(ii) possess organising, interpersonal and communication skills and are able to work in a team; and

(iii) are computer literate and are able to operate software package.

(iv) have a minimum of 5 years post-registration experience in Quantity Surveying.

Candidates should produce written evidence of knowledge/experience claimed.

Duties: To be responsible to the Permanent Secretary for the following in relation to the infrastructural development projects of the Ministry and of its specialized agencies:

1. in the preparation of cost estimates, cost plans, activity schedules, bills of quantities and bidding documents;

2. in the valuation of works in progress;

3. in the preparation of cost and financial reports and final accounts;

4. in the preparation and issue of certificates of payments; and contract management

5. to guide, supervise and co-ordinate the work of staff working under his responsibility.

6. to attend meetings and committees, as and when required.

7. to participate in the evaluation of bids for building and civil engineering projects.

8. to use ICT in the performance of his duties.

9. to perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected in relation to the Ministry and its specialized agencies.