MINISTRY OF YOUTH EMPOWERMENT, SPORTS AND RECREATION

POST OF QUANTITY SURVEYOR ON CONTRACT

Applications are invited from suitably qualified candidates from outside the Service who wish to be employed as Quantity Surveyor, on a contract basis, in the Ministry of Youth Empowerment, Sports and Recreation.

I 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;

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

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

Candidates should produce written evidence of knowledge/experience claimed.

II AGE LIMIT

Candidates should not have reached the age of 65 by the closing date for the submission of applications.

III DUTIES AND RESPONSIBILITIES

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; and

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.

IV REMUNERATION AND OTHER BENEFITS

- Remuneration would be commensurate with qualifications, experience and skills and is negotiable but would not be less than Rs 29,400.
- Travelling allowance, duty free privilege and loan facilities for purchase of motorcar, gratuity and other benefits as per PRB Report 2016.

V DURATION

One year (renewable).
VI MODE OF APPLICATION

Candidates should forward their application form duly filled in, together with copies of relevant documents to the following address:

Permanent Secretary
Ministry of Youth Empowerment, Sports and Recreation
(Human Resource Section)
7th Floor, Citadelle Mall
Corner Sir Virgil Naz and Louis Pasteur Streets
PORT LOUIS

The post applied for should be marked on the top left hand corner of the envelope.

VII CLOSING DATE OF APPLICATION

Applications should reach this office not later than 3.30 pm on Wednesday, 04 March 2020.

Late applications will not be considered.

Date: 13 February 2020

Ministry of Youth Empowerment,
Sports and Recreation
7th & 8th Floors, Citadelle Mall
Corner Sir Virgil Naz and
Louis Pasteur Streets
PORT LOUIS