

TERMS AND CONDITIONS OF EMPLOYMENT

POST OF QUANTITY SURVEYOR

in the Ministry of Health and Quality Of Life

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 Health and Quality of Life.

I. QUALIFICATIONS

Candidates:

- Should be 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, with at least 5 years post registration experience;
- Should possess strong communication skills and have the ability to interact with staff and professionals from different authorities; and
- Should be computer literate.

Note: Candidates should produce evidence of experience claimed.

II. DUTIES AND RESPONSIBILITIES

To be responsible to the Senior Chief Executive, Ministry of Health and Quality of Life, for the implementation of projects within the Project Implementation Unit in the performance of the following duties:-

- (i) To be responsible for the performance of the following duties in respect of building and civil engineering projects –
 - (a) the preparation of cost estimates, cost plans, activity schedules, bills of quantities and bidding documents;
 - (b) valuation of works in progress;
 - (c) the preparation of cost and financial reports and final accounts;
 - (d) the preparation and issue of certificates of payments; and
 - (e) contract management.
- (ii) To guide, supervise and coordinate the work of staff working under his responsibility.
- (iii) To attend meetings and committees as and when required.
- (iv) To participate in the evaluation of bids for building and civil engineering projects of the Ministry;
- (v) To assist in the training of subordinate staff;

- (vi) To use ICT in the performance of his duties;and
- (vii) To perform such others duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Quantity Surveyor in the roles ascribed to him.

III. AGE LIMIT

Candidates should not have reached the age of **65 years** by the closing date of the submission of application.

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 monthly.
- Travelling allowance, duty freeprivilege, loan facilities, gratuity and other benefits as per PRB Report 2016.

V. DURATION

On contract basis for a period of one yearand which may be renewed subject to satisfactory performance.

VI. MODE OF APPLICATION

Candidates should submitanapplication letter with detailed CV mentioning on the top left hand corner "**Post of Quantity Surveyor**" to the following address:

**Senior Chief Executive
Ministry of Health and Quality of Life
5th Floor, Emmanuel Anquetil Building
PORT LOUIS**

VII. CLOSING DATE OF APPLICATION

Applications should reach the above address before**14 February 2019 at 15:30 hours at latest.**

**Ministry of Health and Quality of Life
25 January 2019**