

## BEACH AUTHORITY

**Post** : **Project Officer**  
**Salary Scale** : **Rs 29400x775 - 32500x925 - 37125x1225 - 40800x1525 - 49950x1625 - 56450**  
**Effective Date:** **30 November 2018**  
**Qualifications :**

Candidates should-

- (i) be registered as Professional Engineer of Mauritius in the field of Civil Engineering with the Council of Registered Professional Engineers of Mauritius under the section 13 of the Registered Professional Engineers Council Act No. 49 of 1965, as subsequently amended;
- (ii) have sound administrative and organizing abilities;
- (iii) possess good leadership and supervisory skills;
- (iv) possess good interpersonal and communication skills; and
- (v) be computer literate.

Candidates should produce written evidence of knowledge claimed.

- Duties :**
- 1. To assist in the implementation of projects undertaken by the Beach Authority.
  - 2. To work in close collaboration with the Technical Manager and to report to him on all projects and matters relating thereto.
  - 3. To prepare project write-up and bid documentation and provide assistance for bid evaluation and draft letters of award.
  - 4. To be responsible for designing, preparing scope of works and supervising building and civil engineering projects.
  - 5. To effect measurement on site before the start and after completion of projects.
  - 6. To draft Commencement, Practical and Final Handing Over Certificate to be issued by the Technical Manager.
  - 7. To supervise and monitor projects on site and to submit technical reports and regular progress reports on projects.

8. To supervise works executed by private contractors for the Beach Authority and to submit reports on their performance.
9. To attend and participate in site meeting and other meetings with stakeholders concerned.
10. To advice and make appropriate recommendations on contractual issues.
11. To certify payment to contractors and/or consultants and to examine and process certificates for payment on completion of projects for finalisation of accounts of projects.
12. To use ICT in the performance of his duties.
13. 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 Officer in the roles ascribed to him.