

JOB DESCRIPTION

POST: Facilities Officer

SALARY: Rs 21,850 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1300 – 46,100 x 1575 – 47,675

Salary will be commensurate with qualifications and experience.

QUALIFICATIONS:

A Diploma in Civil Engineering from a recognized institution.

OR

Equivalent qualifications acceptable to the Board of Civil Service College, Mauritius.

Desirable skills:

- (i) organisational, administrative and supervisory skills;
- (ii) excellent communication and interpersonal skills; and
- (iii) proficient in information technology.

Candidates should produce written evidence of knowledge and experience claimed.

DUTIES:

1. To plan, design, execute, supervise and monitor civil engineering works
2. To be responsible for:
 - (i) the maintenance and repairs of plant, furniture and equipment
 - (ii) the maintenance and upkeep of the grounds, buildings and related infrastructure;
 - (iii) the preparation of estimates for maintenance work; and
 - (iv) the preparation of requisitions and the receipt and issue of tools
3. To arrange and supervise security services and landscaping works
4. To assist in the feasibility studies and preparation of tender documents.

5. To make regular inspections of existing infrastructure and to submit reports thereon.
6. To ensure that safety and precautionary measures relating to water, electricity and ICT are observed.
7. To use ICT in the performance of his duties.
8. 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 Facilities Officer in the roles ascribed to him/her.

Note: The Facilities Officer may be required to work outside normal office hours including Saturdays, Sundays and Public holidays.