

**DRAINS INFRASTRUCTURE CONSTRUCTION LTD**  
**National Development Unit, 11<sup>th</sup> Floor, Citadelle Mall, Port Louis**  
**Tel No: 405 0700, Fax No: 210 5246, BRN: C21183864**

The Drains Infrastructure Construction Ltd, (DICL), falling under the aegis of the Ministry of National Infrastructure and Community Development, is inviting applications from suitable and eligible candidates for the following posts:

- A. Technical Manager**
- B. Civil Engineer**
- C. Quantity Surveyor**
- D. Technical Design Officer**
- E. Finance Officer**
- F. Administrative and Human Resources Officer**

**Candidates would be appointed on a one year contract basis, which would be renewable subject to satisfactory performance.**

Applications should reach the **Officer-in –Charge, Drains Infrastructure Construction Ltd, National Development Unit, 11<sup>th</sup> Floor, Citadelle Mall, Cnr Sir Virgil Naz and Dr Eugène Laurent Streets, Port-Louis** by **Thursday 24 February 2022 at 15:00 p.m.** Late submissions will not be considered.

**A. Technical Manager**

**Salary** : Negotiable

**Other Benefits** : Travelling allowance for a fixed amount of Rs 12,000 per month.  
Appropriate car benefits would be negotiated.

**Qualifications** Candidates should: -

- (i) possess a Bachelor degree in Civil Engineering from a recognised Institution and be registered with the Council of Registered Professional Engineers, Mauritius. A Master's Degree in Project Management would be an advantage
- (ii) reckon at least five years' post registration experience in supervision and management of Civil Engineering projects and at least 2 years in the design and supervision of drain infrastructure.
- (iii) possess good communication, organizing and supervision capabilities;
- (iv) be able to lead and motivate a team;
- (v) be able to work under pressure and meet deadlines;
- (vi) be fully conversant with modern engineering software; and

Candidates should produce written evidence of knowledge/ experience claimed.

- Duties** :
1. To be responsible for the supervision, monitoring and general management of all projects of the Company.
  2. To ensure that all necessary clearances have been obtained prior to project implementation.
  3. To prepare project write up and tender documentation and evaluate tenders.
  4. To guide, supervise and coordinate the work of the team under his responsibility.
  5. To monitor progress on projects and recommend corrective actions as and when required.
  6. To prepare and submit progress reports at regular interval to Management.
  7. To ensure that budget expenditure for projects is properly monitored.
  8. To assist in the preparation of budget for drain infrastructure and other civil engineering projects.
  9. To certify claims for payment.
  10. To attend meetings and committees, as and when required.
  11. To coordinate with Consultants and other authorities in the implementation of projects.
  12. To perform such other cognate duties as may be assigned by the Company.

## **B. Civil Engineer**

**Salary** : Negotiable

**Other Benefits** : Travelling allowance for a fixed amount of Rs 10,000 per month.  
Appropriate car benefits would be negotiated.

**Qualifications** : Candidates should: -

- (i) possess a degree in Civil Engineering from a recognised institution or an equivalent qualification acceptable to the Company;
- (ii) reckons at least 2 years' experience in design/supervision of Civil Engineering Projects and at least 1 year in drainage related infrastructure projects.

- (iii) possess good organization, communication and leadership abilities;
- (iv) be able to work under pressure and meet deadlines;
- (v) be fully conversant with and able to operate engineering software packages.

Candidates should produce written evidence of knowledge claimed

- Duties** :
1. To be responsible for the implementation of projects within the organisation.
  2. To design drain infrastructure and civil engineering projects.
  3. To be responsible for the supervision, monitoring and general management of projects under his responsibility.
  4. To coordinate with Consultants in the design and supervision of projects.
  5. To supervise and co-ordinate the work of Contractors.
  6. To monitor progress on projects and recommend corrective action, as and when required.
  7. To liaise with local and other authorities, and general public for the facilitation of clearances and wayleaves.
  8. To participate in meetings and committees and to conduct site meetings.
  9. To process and certify claims for payment for projects under his responsibility.
  10. To check that all deliverables submitted by consultants are in conformity with Terms of Reference and Scope of Works.
  11. To perform such other cognate duties as may be assigned by the Company.

## C. Quantity Surveyor

**Salary** : Negotiable

**Other Benefits** : Travelling allowance for a fixed amount of Rs 7,500 per month. Appropriate car benefits would be negotiated.

**Qualifications** Candidates should: -

- (i) possess a degree in Quantity Surveying from a recognised institution, or an equivalent qualification acceptable to the Company;
- (ii) possess good communication, organizing and leadership abilities;
- (iii) be able to work under pressure and meet deadlines; and
- (iv) be fully conversant with and able to operate engineering software.

Candidates should produce written evidence of knowledge claimed

**Duties** : 1. To be responsible for the performance of the following duties in respect of drain infrastructure and civil engineering projects -

- (a) the preparation of cost estimates, cost plans, activity schedules, bills of quantities and bidding documents; and evaluation exercises;
- (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.

2. To attend meetings and committees, as and when required.

3. To participate in the evaluation of bids for drain related and civil engineering projects.

4. To perform such other cognate duties as may be assigned by the Company.

## **D. Technical Design Officer**

**Salary** : Negotiable

**Qualifications** : Candidates should: -

- (i) possess a Cambridge Higher School Certificate with a pass at "Principal Level" in Geometrical and Mechanical Drawing or Design and Technology (Communication) or Design and Technology or Passes in at least two subjects including Geometrical and Mechanical Drawing or Design and Technology (Communication) or Design and Technology obtained on one certificate at the General Certificate of Education "Advanced Level" or an equivalent qualification acceptable to the Company.
- (ii) reckon at least two years' experience in draughtsmanship in a design office;
- (iii) possess good communication skills;
- (vi) be able to work effectively in a team; and
- (vii) be computer literate and have a good knowledge of Computer Aided Design Software (AutoCAD).

Candidates should produce written evidence of experience/knowledge claimed

- Duties** :
1. To prepare working drawings from sketches.
  2. To undertake the design of simple working details in collaboration with Civil Engineers.
  3. To supervise and carry out survey works and levelling.
  4. To attend site meetings with Civil Engineers.
  5. To use ICT in the performance of his duties.
  6. To perform such other cognate duties as may be assigned by the Company.

## **E. Finance Officer**

**Salary** : Negotiable

**Qualifications** : Candidates should: -

- (i) possess a degree in Finance or Accounting or Statistics or a degree with Finance as a major component from a recognized institution or an equivalent qualification acceptable to the Company;
- (ii) reckons at least two years' experience in a similar position
- (iii) be able to deal effectively with complex financial matters and ability to meet emerging challenges;
- (iv) possess good communication, organising and administrative skills;
- (v) be able to work under pressure and meet deadlines; and
- (vi) be fully conversant with and able to operate office software.

**Role and Responsibilities** : The Finance Officer will be responsible to the Officer-In-Charge for the financial operations of the Company.

- Duties** :
1. To manage and safeguard the financial assets of the Company.
  2. To ensure that the Company's financial information is up to date and reporting systems, procedures and control are adequate.
  3. To prepare the Company's budget.
  4. To provide assistance to auditors, analyse auditors' reports and take corrective action where required.
  5. To monitor and report on the operational performance of the Company.
  6. To ensure that financial operations are carried out in accordance with the law, financial regulations and good governance principles.
  7. To meet reporting requirements and submit financial statements/returns/reports, as and when required.
  8. To ensure correct and timely implementation of the Pay As

You Earn System of Taxation and Tax Deduction Scheme.

9. To coach, mentor and guide subordinate staff.
10. To use ICT in the performance of his duties.
11. To perform such other cognate duties as may be assigned by the Company.

## **F. Administrative and Human Resources Officer**

**Salary** : Negotiable

**Qualifications** : Candidates should: -

- (i) possess a Degree in Management from a recognised institution or an equivalent qualification acceptable to the Company;
- (ii) reckons at least two years' experience in a similar position
- (iii) have good interpersonal and communication skills;
- (iv) possess a critical and analytical mind and have a multi-disciplinary approach to problem solving;
- (v) be able to command and lead others, and to promote team work;
- (vi) be versatile, reliable and trustworthy; and
- (vii) be fully conversant with and able to operate office software.

**Role and Responsibilities** : The Administrative Officer will be responsible to the Officer-In-Charge for the day to day management of the Company.

- Duties** :
1. To be responsible for the general administration of the Company.
  2. To develop, review and improve administrative systems, policies and procedures.
  3. To perform human resource functions including recruitment, performance management, training and career development of staff.
  4. To set up and maintain an employee database.
  5. To ensure compliance with labour laws and good governance principles.
  6. To represent the Company in negotiation with clients and other stakeholders.
  7. To ensure the effective and efficient management of the physical assets of the Company.

8. To ensure a safe, secure and conducive work.
9. To monitor costs and office expenses and to assist in budget preparation.
10. To organize events and official functions.
11. To use ICT in the performance of his duties.
12. To perform such other cognate duties as may be assigned by the Company.