

MINISTRY OF HOUSING & LANDS

THE CAPACITY BUILDING PROGRAMME – CONSULTANCY SERVICES

In line with the Budget Speech 2008-2009, Government has set up a Capacity Building Programme to support the Public Service in Mauritius.

In this context, the Ministry of Housing and Lands is inviting applications from qualified individuals for the following posts, to assist the Ministry in the preparation of a strategy paper on social housing -

A. Project Officer (Engineering)

- Qualifications : Candidates should be registered as Professional (Civil Engineering) with the Council of Registered Professional Engineers of Mauritius under Section 13 of Act No. 49 of 1965
- Experience : Experience in Housing Sector
- Remuneration : At an all-inclusive flat rate of Rs 42,300 a month.

B. Project Officer (Planning)

- Qualifications : (i) A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one Certificate at the General Certificate of Education “Advanced Level”
- (ii) A degree in Town & Country Planning from a recognized institution
- Experience : Experience in Housing Sector
- Remuneration : At an all-inclusive flat rate of Rs 42,300 a month.

2. PROFILE AND COMPETENCIES

- Good communications skills in both English and French.
- Self-motivated and be able to work in a team.
- Good analytical skills.

- Good inter-personal skills.
- Ability to work under pressure.

3. CONDITIONS

- (i) The contract duration will be for an initial period of 12 months.
- (ii) Contract Officers will be required to work at the Housing Division of this Ministry.
- (iii) Contract Officers may be required to work outside normal working hours.

4. TERMS OF REFERENCE

The detailed Terms of Reference for each post are available on the Ministry of Housing and Lands website: <http://www.gov.mu/portal/site/housing>.

5. MODE OF APPLICATION

Interested candidates are requested to submit applications as per format available on the website of the Ministry: <http://www.gov.mu/portal/site/housing> together with their curriculum vitae to the Permanent Secretary of the Ministry of Housing and Lands, 2nd Floor, Moorgate House, Sir William Newton Street, Port Louis EITHER by e-mail to: abenyett@mail.gov.mu OR submit application with CV by post to the Permanent Secretary, Ministry of Housing and Lands, Moorgate House, Sir William Newton Street, Port Louis at latest by **30 September 2009**.

Applicants should clearly write "Post of Project Officer" at the top left hand side of the envelope.

Note:

- The application form may also be obtained at the Human Resource Section of the Ministry, 4th Floor, Ministry of Housing and Lands, Edith Cavell Street, Port Louis.
- Applicants are advised not to submit copies of certificates, etc. with their applications but will be required to produce originals at the time of interview.

Closing date of applications

The closing date for submission of applications is **30 September 2009 by 15.30 hours**.

This advertisement is not applicable to Public Officers already in the service.

Ministry of Housing & Lands
2nd Floor, Moorgate House
Sir William Newton Street
Port Louis

09 September 2009

MINISTRY OF HOUSING & LANDS

THE CAPACITY BUILDING PROGRAMME – CONSULTANCY SERVICES

TERMS OF REFERENCE

A. Project Officer (Engineering)

The project officer shall:

- (i) assist in the elaboration of the strategy paper on housing;
- (ii) assist in the monitoring of building and civil works;
- (iii) coordinate with relevant Authorities/Organisations;
- (iv) provide necessary drawings, details and information as may be required;
- (v) report on all engineering matters relating to site identifications for housing development;
- (vi) prepare technical reports;
- (vii) attend site meetings/visits as and when required; and
- (viii) carry out any other related work which may require his services.

B. Project Officer (Planning)

The project officer shall:

- (i) assist in the setting up of a Housing Databases(HDB) and Indicators;

- (ii) devise appropriate action plans for implementation of housing policies and strategies;
- (iii) promote availability of land for housing development and updating the Ministry's landbank for housing development;
- (iv) devise framework for community cohesion, sustainability and regeneration in deprived areas;
- (v) link housing with the wider regional spatial strategies, and the requirements of the planning system; and
- (vi) carry out any other related work which may require his services.

07 September 2009

MINISTRY OF HOUSING AND LANDS

APPLICATION FOR CONSULTANCY SERVICES

- I. Post applied for:.....
Name of Candidate:.....
Profession:.....
Date of Birth:.....
National Identity Number:.....
Residential Address:.....
Telephone No. (Home)..... (Office)..... (Mobile)
Email Address:

II. Education:

Summarize qualifications * (secondary, tertiary and other specialized education) obtained

No	Qualifications	Year

III. Employment Record*:

Starting with present position, list in reverse order every employment held for the past five years. List all positions held giving dates, names of employing organizations/ Ministries/Departments, titles of positions held, and main duties/assignments.

From	To	Position	Remarks

*documentary evidence (photocopies) to be produced

IV. Other experiences, initiatives, skills, etc

Participation in special committees, investigations, studies, surveys and any significant initiatives in any of the above.

V. (a) Have you been the subject of an investigation/enquiry for any offence during the last 10 years?

Answer Yes or No If Yes, indicate nature of offence and date of outcome.

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(b) Have you ever been prosecuted before a court of law for any offence AND subsequently found guilty during the last 10 years?

Answer Yes or No If Yes, gives details (court, charge, date of judgment and sentence - e.g. imprisonment, fine, caution or conditional discharge)

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(c) Have you ever resigned or retired or been dismissed from the Public Service on any grounds whatsoever?

Answer Yes or No If Yes, gives details:-

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VI. Certification:

I, the undersigned, certify that the particulars in this application are true and accurate and that I have not willfully suppressed any material fact.

Date:

Signature of Candidate:.....

Full Name of Candidate:.....