



UNIVERSITY OF MAURITIUS

VACANCY

The University of Mauritius, as an equal opportunity employer, is inviting applications from suitably qualified candidates for the post of **Estate Manager**, on a full-time basis.

Note:

1. Candidates should have reached their 18th birthday and unless already in Public Sector (Civil Service, Parastatal and other Statutory Bodies/Approved Service, Government Service) should **not** have reached their 50th birthday by the closing date for the submission of applications.
2. Appointment will be in a substantive capacity with a probationary period of one year.

SALARY SCALE: **Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**
(UOM 53)

QUALIFICATIONS:

A. A Master's Degree in the field of Civil Engineering or Project Management or an equivalent qualification acceptable to the University of Mauritius.

B. Candidates should:

- (i) reckon at least five years' post-qualification experience in the field of Civil Engineering or Project Management;
- (ii) possess strong leadership, organising and managerial skills;
- (iii) be proactive and able to meet tight deadlines; and
- (iv) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

ROLE AND RESPONSIBILITIES

To be responsible to the Chief of Facilities and Services for the overall maintenance of University buildings, physical assets and infrastructure as well as for the improvement and development projects across the University estate.

DUTIES:

1. To develop the maintenance schedules for University buildings, physical assets and infrastructure.
2. To plan and coordinate the assignment of tasks to employees in order to optimise output during normal working hours.
3. To closely monitor the cleaning of premises, pest control and other similar services provided by external contractors.
4. To draw technical specifications and scopes of work for tasks and other projects for improvement of University infrastructure.
5. To assist in the preparation of bidding documents and in bid evaluation, and advise on technical matters accordingly.
6. To supervise project implementation, including the conduct of site meetings and certification of payments to contractors.
7. To conduct regular inspections of the physical conditions of the University's buildings, properties, grounds and other features to ensure that they are compliant to statutory requirements and fit for use.

8. To advise in general on remedial measures to enable Campus facilities that are conducive to healthy and enriching working and learning environment for staff and students.
9. To use ICT in the performance of his duties.
10. 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 Estate Manager in the roles ascribed to him.

Note

The Estate Manager may be required to work outside normal working hours, including Sundays and Public Holidays.

MODE OF APPLICATION

Applications must be submitted electronically through the University of Mauritius online Application System which can be accessed on <https://apply.uom.ac.mu/nonacadrecruit>.

Applicants should fill in and submit the application form online and upload the following documents:

- educational certificates;
- birth certificate and marriage certificate (if applicable);
- testimonials of work experience claimed; and
- equivalence of qualifications (where applicable). Candidates who possess an equivalent qualification are required to submit an Equivalence Certificate from relevant authorities, failing which their application will not be considered.

CLOSING DATE

The closing date for submission of the online application and all relevant documents/certificates is **Friday 21 July 2023 at latest**.

INCOMPLETE APPLICATIONS AND APPLICATIONS/DOCUMENTS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. APPLICATIONS SENT BY POST/COURRIER SERVICE /FAX OR EMAIL WILL NOT BE ACCEPTED.

Upon selection for the posts, candidates will be required to produce a valid Certificate of Character.

General information on the University of Mauritius is available on the UoM website www.uom.ac.mu

The University of Mauritius is an Equal Opportunity Employer. Disabled persons having the required qualifications are encouraged to apply.

The University of Mauritius reserves the right:

- (i) to call for interview only the most appropriately and best qualified applicants;
- (ii) not to make any appointment as a result of this advertisement.

**DIRECTOR OF HUMAN RESOURCES
UNIVERSITY OF MAURITIUS
30 June 2023**