

## **SCHEDULE OF DUTIES**

**Organisation:** Mauritius Cane Industry Authority

**Post:** Project Officer (Civil Engineering)

- Duties:**
1. To be responsible for the development, implementation and monitoring of projects of the Authority.
  2. To monitor and supervise irrigation projects and farm planning activities as directed by the Manager, Policy and Planning.
  3. To supervise all civil works in connection with VRS Projects etc. as directed.
  4. To ensure judicious use, care and maintenance of all physical assets, equipment, space and materials of the Authority, as directed.
  5. To assist in:
    - (i) keeping the Register of Assets and inventory control; and
    - (ii) supervising the works of contractors and following-up Lease/Contract Agreements in respect of office accommodation and equipment as directed.
  6. To use ICT in the performance of his/her duties.
  7. To perform any 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 (Civil Engineering) in the roles ascribed to him.