

**Scheme Of Service**  
**Administrative Manager**

**Organisation:** Road Development Authority

**Post:** Administrative Manager

**Salary:** Rs 30,700 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100  
x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 x  
2,000 – 73,800 (RDA 56)

**Qualifications:** (i) A Degree in Business Administration or Public Administration; and  
(ii) A Master's Degree in Business Administration or Public Administration

OR

An equivalent qualification to (i) and (ii) above acceptable to the Board of the RDA

Candidates should –

- (i) reckon at least five (5) years post qualification experience at administrative/managerial level;
- (ii) good interpersonal and communication skills;
- (iii) possess a critical and analytical mind and have multi-disciplinary approach to problem solving;
- (iv) have potential and ability to command and lead others;
- (v) be versatile & have ability to adapt to different work situations.

**Roles and Responsibilities:** To assist in providing administrative support to the management of the Authority in designing, formulating and implementing RDA's policies and to ensure the smooth functioning of the administration.

## **Duties**

1. To be responsible to the General Manager for the administration of the organisation and to ensure the most economical allocation and uses of resources.
2. To assist in the formulation, coordination and implementation of policies, goals and objectives of the Authority.
3. To formulate, maintain and implement adequate administrative procedures throughout the organisation and to advise the Management on administrative matters.
4. To initiate, formulate, plan and implement training programmes aiming at enhancing the organisational efficiency and effectiveness of the Authority.
5. To act as coordinator with Ministries, Parastatal Bodies on projects undertaken by the organisation and ensure proper monitoring and progress.
6. To liaise, coordinate and undertake, as may be required, formal correspondence on behalf of the organisation with government/ parastatal/ private organisations or other bodies on statutory matters related to the business of the organisation.
7. To coordinate with legal advisers and to arrange for the drafting of legal documents as required.
8. To be responsible for matters related to tenders and contracts.
9. To make arrangements for office accommodation furniture, equipment, insurance, leasing and property maintenance.
10. To be responsible for the preparation, printing and circulation of annual reports/ newsletters and other publications.
11. To promote and participate actively in programme aiming at enhancing organisational changes and business development.
12. To use ICT in the performance of his duties.
13. 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 Administrative Manager in the roles ascribed to him.

**13<sup>th</sup> May 2025**

## **SCHEME OF SERVICE**

<b><u>Organisation:</u></b>	Road Development Authority
<b><u>Post:</u></b>	Accountant/Senior Accountant
<b><u>Salary:</u></b>	<b>Rs 30,700 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 (RDA 54)</b>
<b><u>Qualifications:</u></b>	<p>A A pass at the final examination required for admission to membership of one of the following bodies</p> <ul style="list-style-type: none"><li>(i) The Institute of Chartered Accountants of England and Wales;</li><li>(ii) The Institute of Chartered Accountants of Scotland;</li><li>(iii) The Institute of Chartered Accountants of Ireland;</li><li>(iv) The Association of Chartered Certified Accountants;</li><li>(v) The Chartered Institute of Management Accountants;</li><li>(vi) The Institute of Chartered Accountants of India; and</li><li>(vii) The South African Institute of Chartered Accountants.</li></ul> <p>OR</p> <p>An equivalent professional accountancy qualification acceptable to the Road Development Authority.</p> <p>B Candidates should –</p> <ul style="list-style-type: none"><li>(i) be registered with the Mauritius Institute of Professional Accountants in accordance with Section 51 of the Financial Reporting Act;</li><li>(ii) possess good analytical skills and have a sound judgment;</li><li>(iii) possess good communication and interpersonal skills</li><li>(iv) have the ability to manage and motivate a team of officers; and</li><li>(v) have knowledge in Finance/Accounting software</li></ul> <p><b>Candidate should produce written evidence of any experience claimed.</b></p>
<b><u>Roles and Responsibilities:</u></b>	To assist the Financial Manager in the overall management of the finance department in accordance with the prevailing policies and procedures of the Authority.

**Duties**

1. To ensure the smooth operation of the computerized Accounting and Financial Management systems.
2. To assist in the design and implementation of new financial procedures.
3. To prepare monthly management report, accounts and Trial balance.
4. To assist the Financial Manager in the preparation of the Annual Statutory Accounts and Financial Statements.
5. To maintain financial records in respect of capital projects.
6. To manage loans of international donors in compliance with required conditions and procedures.
7. To provide inputs to business plans and budget.
8. To monitor all revenues.
9. To ensure that cashiering functions are properly carried out.
10. To provide materials for reply to audit queries and comments on financial issues
11. To assist the Financial Manager in exercising general supervision and maintaining discipline in the Finance Section.
12. To provide guidance and on the job training to subordinate staff in all aspects of their duties.
13. To use ICT in the performance of his duties.
14. 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 Accountant/Senior Accountant in the roles ascribed to him.

**13<sup>th</sup> May 2025**

**Scheme of Service**  
**Manager (Civil Engineering)**

<b><u>Organisation:</u></b>	Road Development Authority
<b><u>Post:</u></b>	Manager (Civil Engineering)
<b><u>Salary:</u></b>	<b>Rs 33175 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 66200 (RDA 52A)</b>
<b><u>Qualifications:</u></b>	Candidates should be registered as Professional Engineer (Civil Engineering) with the Council of Registered Professional Engineers of Mauritius under section 13 of Act No. 49 of 1965.
<b><u>Duties:</u></b>	<ol style="list-style-type: none"><li>1. To assist the Senior Manager (Civil Engineering) in his duties.</li><li>2. To advise on civil and highway engineering matters.</li><li>3. To design execute and supervise civil and highway engineering projects.</li><li>4. To guide and supervise subordinate staff working under his responsibility.</li><li>5. To guide graduate Engineers posted at the Authority in their professional training.</li><li>6. To supervise works executed by private contractors for the Authority.</li><li>7. To work in collaboration with other Managers (Civil Engineering) and officers working in the Authority.</li><li>8. To participate in meetings and committees as and when required.</li><li>9. To participate in the preparation and evaluation of tenders.</li><li>10. To liaise and coordinate with Consultants appointed by the Authority.</li><li>11. To review reports from Consultants.</li><li>12. 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 Manager (Civil Engineering) in the roles ascribed to him.</li></ol>

13<sup>th</sup> May 2025

**Scheme of Service**  
**Administrative Officer**

<b><u>Department:</u></b>	Road Development Authority
<b><u>Post:</u></b>	Administrative Officer
<b><u>Salary:</u></b>	<b>Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700 (RDA 48)</b>
<b><u>Qualifications:</u></b>	<div>1. By selection from among candidates possessing a Degree from a recognised institution plus at least two (2) years relevant experience in the duties.</div> <div style="text-align: center;"><b><u>OR</u></b></div> <div>An equivalent qualification acceptable to the Authority: -</div> <div>2. Candidates should:<div><div>(a) have a good command of English;</div><div>(b) have a good interpersonal and communication skills;</div><div>(c) possess a critical and analytical mind and have a multi-disciplinary approach to problem solving;</div><div>(d) have potential and ability to command and lead others, to promote team work and exercise authority;</div><div>(e) have a high degree of maturity in evaluating and analysing matters of public concern; and</div><div>(f) be versatile and have the ability to adapt to different work situations.</div></div><div>3. Candidates should be computer literate.</div></div>
<b><u>Role and Responsibilities:</u></b>	To assist in providing administrative support to the Authority in designing, formulating and implementing policies of Road Development Authority.

**Duties:**

1. To assist in the formulation of policies and the preparation of legislations to give effect to it.
2. To assist in the administration of the various Acts and Regulations pertaining to the Road Development Authority.
3. To be responsible under the supervision of the Administrative Manager for one or several areas of activities falling within the ambit of the Authority.
4. To represent the Authority in negotiation with government, and other stakeholders.
5. To promote and participate actively in programmes aiming at enhancing organisational efficiency and effectiveness.
6. To ensure that the Authority obtains value for money in all its operations.
7. 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 Administrative Officer in the roles ascribed to him.

**13<sup>th</sup> May 2025**

## **SCHEME OF SERVICE**

**Organisation:**

Road Development Authority

**Post:**

Technical and Mechanical 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 (RDA 40)**

**Qualifications:**

A. (i)

A Diploma in Mechanical Engineering or Automobile Engineering or a “Brevet de Technicien Supérieur en Génie Automobile” from a recognised institution.

**Or**

(ii)

The “Diplôme d’Université en Sciences et Technologies Electromécanique et Automatismes (DUST Electromécanique et Automatismes)” awarded by the Université Des Mascareignes.

**Or**

Equivalent qualifications to A (i) and A(ii) above acceptable to the Board of the Road Development Authority.

B.

Candidates should be computer literate.

Candidates should produce evidence of knowledge claimed.

**Duties:**

1. To assist and advise on the purchase and operation of electro-mechanical equipment, vehicles and spare parts.
2. To organise and supervise the work of subordinate staff and train them to the operation and maintenance of plant and equipment.
3. To be responsible for the installation, repair and maintenance of plants and electro-mechanical equipment and vehicles at the Authority.
4. To ensure the availability of spare parts/materials at the different sections of the Authority.



5. To assist and guide tradesmen on technical matters.
6. To ensure that health and safety measures are put in place and complied with.
7. To ensure proper housekeeping in the Mechanical Section.
8. To survey and report on vehicles involved in accidents and attend courts in that connection, as and when required.
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 Technical and Mechanical Officer in the roles ascribed to him.

**13<sup>th</sup> May 2025**

## **SCHEME OF SERVICE**

<b><u>Organisation:</u></b>	Road Development Authority
<b><u>Post:</u></b>	Human Resource Officer/Senior Human Resource Officer
<b><u>Salary:</u></b>	<b>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 (RDA 39)</b>
<b><u>Qualifications:</u></b>	<p><b>A.</b> A Diploma in Human Resource Management or Personnel Management or a diploma with Personnel Management/Human Resource Management as a major component from a recognised institution or an equivalent qualification acceptable to the Board of the Road Development Authority.</p> <p><b>B.</b> Candidates should also -</p> <ul style="list-style-type: none"><li>(i) reckon at least four years' experience in Human Resource Management in Public Service/Parastatal Bodies;</li><li>(ii) have sound knowledge of policies, rules and regulations and practices relating to the management of human resources in the Public Sector;</li><li>(iii) possess good analytical problem-solving skills;</li><li>(iv) possess good interpersonal and communication skills;</li><li>(v) have the ability to work effectively as team leader; and</li><li>(vi) be computer literate.</li></ul>
<b><u>Roles and Responsibilities:</u></b>	To be responsible for providing human resource management services in line with approved human resource policies of the Road Development Authority.
<b><u>Duties:</u></b>	<ul style="list-style-type: none"><li>1. To assist the Human Resource Management Officer in the performance of his duties</li><li>2. To provide support to Heads of Sections/Departments in order to make the most effective use of human resources in achieving the goals and objectives of the organisation.</li><li>3. To provide advice, guidance and assistance in accordance with rules and regulations pertaining to human resource management policies and to assist in the implementation of human resource policies and related matters.</li></ul>

4. To facilitate the implementation of the Performance Management System.
5. To carry out manpower assessments to ascertain optimum utilization of human resource.
6. To monitor the attendance of employees in line with existing guidelines.
7. To keep updated database and digital records system for human resource.
8. To assist in organization design and development of work procedures.
9. To carry put training needs assessment and assist in the mounting of appropriate training courses.
10. To supervise and provide proper guidance and coaching to subordinate staff.
11. To act as secretary to Committees and meetings concerning human resource issues and member of Committees/Boards.
12. To draft and process scheme of service and revise existing ones to meet organisational needs in term of new roles and implementation.
13. To attend to Court/Tribunal/Commission in respect of cases relating to human resource matters and to ensure proper follow up action.
14. To promote good employee relations and staff welfare and take prompt action to settle grievances and conflicts through negotiation and discussions.
15. To use ICT in the performance of his duties.
16. 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 Human Resource Officer/ Senior Human Resource Officer in the roles ascribed to him.

**13<sup>th</sup> May 2025**

## **SCHEME OF SERVICE**

**Organisation:** Road Development Authority

**Post:** Systems Administrator

**Salary:** Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700 (RDA 49)

**Qualifications:** A. Cambridge Higher School Certificate or Passes in at least two subjects obtained on one Certificate at the General Certificate of Education “Advanced Level”.

B. A Degree in Computer Science or a degree, the major part of which should be in Computer Science from a recognised institution

### **OR**

Equivalent qualifications to A and B above acceptable to the Board.

- C. Candidates should also: -
- (i) reckon at least four years’ experience in installation, configuration, administration, maintenance and troubleshooting on Windows Server Platform;
  - (ii) be result-oriented and proactive; and
  - (iii) have the ability to work in a team.

### **Note**

Qualification at A above should have been obtained prior to qualification at B above. However, candidates who, as at 30 June 2003, did not possess the qualification at A above will also be considered provided they hold:-

- (a) a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Board; and
- (b) a Master’s Degree or a postgraduate diploma from a recognised institution in one of the fields at B above or an equivalent qualification acceptable to the Board.

Qualification at (a) under ‘Note’ should have been obtained prior to qualification at B above and at (b) under ‘Note’.

Candidates should produce written evidence of experience claimed.

**Duties:**

1. To ensure the smooth running of IT infrastructure and services.
2. To maintain an updated equipment inventory for tracking purposes.
3. To maintain close liaison with hardware, telecommunications and software suppliers to handle any critical situation without service interruption.
4. To install operating systems software, database management systems, software and other utilities.
5. To manage users and groups.
6. To perform backup and restoration.
7. To carry out system performance monitoring, tuning and troubleshooting.
8. To manage the Authority's email service, computer network and information systems.
9. To be responsible for the data protection and security of IT system.
10. To advise on the purchase of computer equipment and, operating and application softwares.
11. 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 Systems Administrator in the roles ascribed to him.

**Note**

The Systems Administrator may be required to work outside normal working hours.

**13<sup>th</sup> May 2025**

## SCHEME OF SERVICE

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

**Salary:** Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675 (RDA 40)

- Qualifications:**
- A. (a) Cambridge School Certificate with credit in at least five subjects including English Language, Mathematics, Chemistry and Physics obtained at not more than two sittings
- (b) OR
- Passes not below Grade C in at least five subjects including English Language, Mathematics, Chemistry and Physics obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject
- (c) OR
- An equivalent qualification acceptable to the Board.

### NOTE

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. A Cambridge Higher School Certificate with passes at “Principal Level” in at least two subjects including Mathematics or any science/technical subject obtained on one certificate or Passes in at least two subjects including Mathematics or any science/technical subject obtained on one certificate at the General Certificate of Education

“Advanced Level”.

- C. A Diploma in Building and Civil Engineering from a recognised institution or a “Diplome Universitaire Superieur de Technologie (DUST) dans la specialité Genie Civil” awarded by the “Institut Superieur de Technologie”.

OR

Equivalent qualifications to A, B and C acceptable to the Board.

**Duties:**

1. To supervise civil engineering road and highway works executed by direct labour or by contractors, including the setting out of the works, inspection of excavations, shuttering and steel reinforcement.
2. To supervise concreting operations including testing of materials, taking of test cubes and carrying out quality control to ensure compliance with drawings and specifications.
3. To supervise the non-structural aspects of construction works generally and to attend site meetings whenever required by the Manager (Civil Engineering).
4. To monitor progress of work.
5. To carry out surveys and leveling in connection with civil engineering and highway works.
6. To prepare drawings and detailing of reinforced prestressed concrete and steel structures and plans related to survey works including contour plans, longitudinal and cross sections.
7. To take measurements on site for payment purposes and assist in the preparation of the bills of quantities.
8. To assist in the enforcement of Road Legislations.
9. 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 Technical Officers (Civil Engineering) in the roles ascribed to them.

**13<sup>th</sup> May 2025**