

Age Entry Limit: For the above post, candidates should not have reached their **45th** birthday by the closing date for the submission of applications unless already in service in the Public Sector.

Note:

- (a) Qualified candidates should submit their applications on the National Environment Cleaning Authority's prescribed Application Form which **can be obtained as from Wednesday 13 March 2024** at the National Environment Cleaning Authority, 2nd Floor - Wing A, Shri Atal Bihari Vajpayee Tower, Ebène Cybercity, Mauritius or from the website at **neca.govmu.org**
- (b) The Notice of Vacancies and the National Environment Cleaning Authority Application Forms as well as other details regarding qualifications, duties, etc. are available at the seat of the National Environment Cleaning Authority, 2nd Floor - Wing A, Shri Atal Bihari Vajpayee Tower, Ebène Cybercity, Mauritius or from the website at **neca.govmu.org**
- (c) The closing date for the submission of applications in respect of above-mentioned post is on **Tuesday 02 April 2024 by 15.30 hours.**
- (d) Candidates should attach documentary evidence of qualifications and work experience claimed failing which consideration would not be given to the application.
- (e) Only the best qualified candidates will be convened for interview. Late applications will not be considered.
- (f) The National Environment Cleaning Authority reserves the right to convene the best qualified candidates for the selection exercise and / or not to proceed with the above vacancy following this advertisement.

Duties for the post of Project Coordinating and Monitoring Officer

1.	To be responsible to the director or any officer designated by him for the effective overall implementation, management and coordination of projects.
2.	To be responsible for the operation and supervision of National Environment Cleaning Authority zones.
3.	To organise, conduct and follow-up meetings with relevant stakeholders.
4.	To attend committees and meetings, whenever required.
5.	To ensure the administration and enforcement of all Ordinances, Acts and Regulations pertaining to National Environment Cleaning Authority Act 2022.
6.	To advise the Director or any other officer delegated by him on all cleaning and embellishment projects.
7.	To prepare and ensure follow-up on Action Plans and Implementation Plans of cleaning and embellishment programmes.
8.	To assist in the preparation of sustainable cleaning and embellishment strategies including board papers for policy decisions.
9.	To supervise, control and ensure the delivery of assignments allocated to all subordinates in the various zones.
10.	To inspect public places within National Environment Cleaning Authority zones so as to ensure cleanliness.
11.	To be responsible for the good functioning of plant and equipment of the National Environment Cleaning Authority.
12.	To participate in the training of junior staff.
13.	To participate in active sensitisation and awareness campaigns.
14.	To use ICT in the performance of his duties.
15.	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 Project Coordinating and Monitoring Officer in the roles ascribed to him.