

# CAREER OPPORTUNITY

## **Facilities Officer (Civil)**

(Ref: FO/24/004)

Air Mauritius Ltd, the national carrier of Mauritius, is seeking to recruit a dynamic and highly motivated candidate to fill in the position of Facilities Officer (Civil) in the Facilities and Support Services Department of the Company. If you feel you have the right profile to join our team and are able to work under pressure, it is your chance now to start a challenging career with our Airline.

### **JOB PROFILE:**

The Facilities Officer (Civil) will assist the Facilities Manager in Project Management as well as proper upkeep of all building assets in the Civil/Structural Engineering field.

The duties of the Facilities Officer (Civil) will include the following inter-alia:-

- Maintenance of all building infrastructure including Metal structure at Hangar and Warehouse
- Design and compile of scope of works for office renovation projects and prepare the BOQ
- Management of projects and ensure project complies with legal requirements
- Liaise with a variety of professionals including consultants and contractors
- Participate as an Engineering representative in site visits with contractors
- Participate in site meeting for the projects
- Look after day to day building maintenance issues and resolving them
- Follow up on the works to be carried out by Facilities service provider
- Act as coordinator between MK employees and Facilities services provider
- Check the reports submitted by the service provider for follow up and corrective actions thereof

### **PREREQUISITES:**

Higher School Certificate (HSC) or General Certificate of Education (GCE), with at least 2 subjects at Advanced Level obtained at one and same sitting or an equivalent qualification from a recognised institution.

### **Plus**

- Degree in Civil Engineering or any related fields from a recognised university/institution or an equivalent qualification acceptable to Air Mauritius Ltd
- Minimum of 3 years work experience as Civil Engineer

**Note 1:** Candidates who possess a Certificate in 2D and 3D computer aided designing (CAD) may have an advantage.

### **CANDIDATE PROFILE:**

- Be well conversant with MS Project
- Have the ability to think analytically
- Have strong negotiations skills
- Have strong interpersonal influence
- Be pro-active and results oriented
- Have the ability to work as part of a team and cross functionally
- Have personal qualities of integrity and professionalism
- Well conversant with IT Tools (MS Office, AutoCAD, MS Project)
- Have good supervisory skills

**APPLICATION PROCEDURE:**

You are invited to send your application by registered post with the following:-

1. Motivation letter
2. Resume/ CV
3. [Company's prescribed form](#)
4. A photocopy of National Identity Card
5. Copy of educational certificates with letters of equivalences from National Equivalent Committee (when applicable)
6. Documentary evidence relating to work experience

**Deadline for submission:** Tuesday 21 May 2024 at 16h00 local Mauritius time (equivalent to 12h00 UTC)

**Applications should be addressed to:**

Manager Human Resources  
Talent Acquisition Section  
Air Mauritius Ltd  
16th Floor, Air Mauritius Centre  
President John Kennedy Street, Port-Louis  
Mauritius

**Note 2:**

- Job Reference "Ref: FO/24/004" should be specified on the envelope and the application form.
- Eligible Candidates will be required to undergo a full medical examination to assess their suitability and asked to submit a certificate of character as per the Company Policy.
- Applications received incomplete or after the closing date will not be considered.
- Canvassing in any form will entail disqualification from the selection process.
- Applicants should be Mauritian Nationals and able to live and work in Mauritius.

The Company reserves the right:

- to call only the best qualified candidates for the selection exercise/s.
- not to make any appointment following this advertisement.