

Emineo Ltd is an engineering and construction company which provides engineering solutions and project realisation services locally and on the African continent since 2007. The company has a dedicated team of engineers, technicians and project managers who have a long experience of delivering projects.

We are recruiting highly motivated, competent and talented candidates for the positions listed below.

### **Proposal Technician/ Engineer**

#### Key Accountabilities:

- Review/analyse tender documents, and develop project scope and execution plan.
- Prepare Request for Quotations (RFQ) to be issued to suppliers, and coordinate RFQ process
- Prepare the final proposal document and follow-up with the Client after submission
- Manage work load, in order to submit all offers on time.

#### Skills and qualifications:

- Degree in Engineering (preferably Mechanical or Chemical)
- Minimum 1-2 years in an engineering role
- Construction site experience would be a key advantage, same as knowledge in contract law
- Proficiency in Microsoft Office and basic skills in AutoCAD
- Strong communication and project management skills

### **Project Coordinator**

#### Key Accountabilities:

- Identifying the project requirements
- Addressing the various needs, concerns and expectations of the stakeholders in planning and executing the project
- Setting up, maintaining and carrying out active, effective and collaborating communication among stakeholders
- Managing the stakeholders towards meeting project requirements and creating project deliverables
- Set up the project management plan that will provide the necessary structure to carry out the project successfully
- Managing the project constraints by tracking deviation and implementing proactive mitigation plan within the various project key areas such as: Scope, Schedule, Budget, Quality, Resources, Risks and HSE.

#### Skills and qualifications:

- Degree in mechanical engineering or equivalent
- Master in Project Management will be an advantage

## Quality Assurance Officer

### Key Accountabilities:

- Developing policies, procedures, work instructions and standard operating procedures within the work area consistent with Quality Assurance, Work, Health and Safety and relevant guidelines.
- Preparing and Carrying out planned and systematic activities implemented in a Quality Assurance/Quality Control Programme so that quality requirements for a product or a job are achieved.
- Preparing Quality Control Plan (QCP) for site stating the different inspection operations required during manufacturing, erection and assembly of equipment
- Defining the acceptance criteria which qualifies the conformity of the work/product; the acceptance criteria can be a standard required by the Client, instructions given by supplier or information supplied in a drawing
- Ensuring overall quality of works to be as per set quality standards and Issuing Non conformity reports (NCR's) where required
- Preparing Quality Management reports
- Preparing and compiling all Quality Assurance document for proper handing over of equipment to Client

### Skills and qualifications:

- Degree in Mechanical Engineering
- A Minimum Experience in Mechanical and Quality Assurance will be an advantage
- Young Engineer interested in pursuing career in Quality Assurance are most welcomed

## Site Supervisor

### Key Accountabilities:

- Inspecting construction sites regularly to identify and eliminate potential safety hazards.
- Supervising and instructing the construction team as well as subcontractors.
- Educating site workers on construction safety regulations and accident protocol.
- Enforcing site safety rules to minimize work-related accidents and injuries.
- Handling site accidents in accordance with established accident protocol.
- Maintaining an accurate record of construction employee attendance.
- Evaluating the performance of construction employees and instituting disciplinary measures as needed.
- Analyzing blueprints to ensure that construction projects meet design, safety, and budget specifications.
- Recommending changes to construction operations or procedures to increase efficiency.

### Skills and qualifications:

- Completion of a post-secondary education construction training program.
- Proven experience working as a site supervisor.
- CPR and first aid certifications.
- Sound knowledge of building codes and construction safety regulations.
- Working knowledge of construction tools and equipment.
- The ability to interpret blueprints.
- Outstanding leadership skills.
- Strong analytical and problem-solving skills.
- Excellent organizational and communication skills.

Please send detailed CV on email address: [contact@emineo.mu](mailto:contact@emineo.mu)