

JOB DESCRIPTION

Institution: SME Mauritius Ltd

Post: Project Consultant

Qualifications:

At least a professional Diploma

Experience:

- A. At least 10 years' experience across relevant industries (e.g. Design, Project Management, Manufacturing, Information Technology).
- B. Experience with image editing, CAD/CAM applications, and design software (Adobe Suite, AutoCad and 3D modelling).
- C. Hands-on experience in handling fabrication equipment.
- D. Hands-on experience in DIY projects of varying types (e.g. metal, wood, electric).
- E. Proficient in common desktop and cloud applications (Web browsing, Microsoft Office, Google Suite).

Candidates should produce written evidence of experience/knowledge claimed.

Duties:

The primary role of the Project Consultant is to oversee the overall setting up of the common facility at SME Mauritius Coromandel and the development of programs for diverse interest groups.

Responsibilities:

- 1) Coordinate the selection and buying of equipment in development of relevant specifications for equipment.
- 2) Manage the implementation and works on-site until successful opening.
- 3) Develop appropriate programs and procedures for the safe use of the facility.
- 4) Lead the start-up phase and manage the training on Equipment and Software.
- 5) Establish protocols for safe and effective use of the facility.
- 6) Operate the facility on a day-to-day basis and mentor Entrepreneurs or other user groups
- 7) Assist Entrepreneurs by providing professional development in fabrication technology

The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.