

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

Ministry: Health

Post: Foreman

Salary: Rs 5,450 x 150 - 5,600 x 200 - 6,800  
(MGT 5)

Effective Date: 22 November, 1995

Qualifications:

A. By selection from among Tradesmen who

- (i) reckon at least eight years service in a substantive capacity in the grade,
- (ii) possess the Certificate of Primary Education; and
- (iii) are able to control, organise and discipline workers.

B. Candidates should also

For the Orthopaedic Workshop (Metal)

have a thorough knowledge of all metal work of the workshop.

For the Orthopaedic Workshop (Leather)

have a thorough knowledge of all leather work of the workshop;

For the Orthopaedic Workshop (Wood)

have a thorough knowledge of all wood work of the workshop;

For the Carpentry Workshop

have a thorough knowledge of the carpentry work;

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for Permanent Secretary

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General

have a thorough knowledge of the work performed by different categories of workers on a site of work.

Note

1. Tradesmen who do not possess the Certificate of Primary Education will also be considered for appointment if they show proof of being literate.
2. Selected candidates will be required to undergo on the job training in the work of Foreman in the relevant field under the supervision of the Head of the Division/Section.

DUTIES:

Foreman, Orthopaedic Workshop (Metal)  
Foreman, Orthopaedic Workshop (Leather)  
Foreman, Orthopaedic Workshop (Wood)

1. To be responsible to the Superintendent, Orthopaedic Appliances and Surgical Instruments Workshop for
  - (a) organising the work in the workshop;
  - (b) supervising the junior staff in the correct use of all instruments, equipment and plants and ensuring that all operations relating to the work in the workshop are performed correctly and expeditiously;

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- (c) ordering, receiving and issuing materials required and keeping records thereof;
  - (d) keeping inventories of the tools, equipment and plants and issuing of tools as required;
  - (e) keeping attendance book and recording attendances;
  - (f) identifying all materials used;
  - (g) preparing materials for appliances, protheses, artificial limbs and other orthopaedic work;
  - (h) training of junior staff; and
  - (i) operating all plants and equipment in the workshop and performing the duties of the trade in a senior capacity.
2. To perform such cognate duties as may be assigned.

Foreman, Carpentry Workshop

1. To be responsible to the Workshop Supervisor (Carpentry) for
- (a) assisting the Workshop Supervisor in the performance of his duties;
  - (b) organising the work to be performed by the workers at the workshop or on site of work;

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- (c) ordering, receiving and issuing materials required and keeping records thereof;
  - (d) distributing work, materials and tools to workers under his supervision and controlling the work which is being carried out;
  - (e) keeping an inventory of loose tools issued to workers and arranging for the security of unused materials and unfinished work;
  - (f) keeping attendance book and recording attendances;
  - (g) training of apprentices;
  - (h) performing the duties of Carpenter and Cabinet Maker in a senior capacity; and
  - (i) opening and closing of workshop.
2. To perform such cognate duties as may be assigned.

Foreman (General)

1. To be responsible to the Head of the institution for
- (a) organising the work to be performed by a group/groups of workers;
  - (b) guiding, training and directing workers and supervising the performance of work;

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- (c) controlling and disciplining workers;
  - (d) assisting in costing and conversion operations and preparing estimates;
  - (e) writing reports in English and French;
  - (f) the receipt of the materials, their storage and incorporation into the works;
  - (g) keeping of a records book for the materials/tools;
  - (h) keeping an inventory of the loose tools issued to the workers and making arrangements for the security of the unused materials on the site of work; and
  - (i) preparing time sheets and keeping books on the sites of work where there is no other supervisor.
2. To perform such cognate duties as may be assigned.

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