Ministry: Agriculture and Natural Resources & the Environment (Agricultural Services)

Post: Leading Hands

Salary:

Effective date: 7th September, 1981

Qualifications: By appointment of Casual Leading Hands who have completed two years' continuous and satisfactory service.

Duties:

1. To be responsible to a Technical Assistant or any other Senior Officer for:

   (a) distributing work among the workers under his supervision and maintaining discipline among them;

   (b) ensuring that the work is properly performed and is of a reasonable quantity;

   (c) making simple measurements and keeping simple records of the work done;

   (d) keeping an inventory of the tools and materials issued to the workers under his supervision and arranging for the safe-keeping of the unused materials on the sites of works;

   (e) forwarding to the Technical Assistant the applications for leave received from the workers under his supervision; and

   (f) reporting to the Technical Assistant the grievances of the workers under his supervision.

2. To perform other cognate duties.