

GOVERNMENT OF MAURITIUS

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

- Department:** Police
- Post:** Master Leather Worker
- Salary:** Rs 23,950 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 (25 052 070)
- Effective Date:** 12 October 2022
- Qualifications:** By selection from among employees in the grades of Chief Tradesman and Assistant Master Leather Worker who –
- (i) have the technical know-how to run a Leather Workshop;
 - (ii) possess good supervisory skills; and
 - (iii) are conversant with administrative, finance and procurement and supply procedures.
- Duties:**
1. To be responsible to the officer in charge of the Leather Workshop for –
 - (i) the general supervision and administration of the Leather Workshop;
 - (ii) the allocation of work and distribution of materials to staff under his supervision;
 - (iii) the proper execution and control of work;
 - (iv) the monitoring of work progress of Leather Workers and keeping records of all works effected under his supervision; and
 - (v) delivery of finished works to the stores and receipt of materials from stores.
 2. To provide training to staff under his supervision.
 3. To be responsible for the safe keeping, issue, maintenance and judicious use of all tools and equipment in the Leather Workshop.
 4. To ensure that –
 - (i) there is adequate supply and quality control of materials and tools;

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CERTIFIED CORRECT

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N. Auchoybur (Mrs)
for Secretary for Public Service

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-2-

- (ii) all employees under his responsibility are provided with personal protective clothing/equipment to be used during the performance of their duties;
 - (iii) all health and safety measures are complied with; and
 - (iv) the workplace and its vicinity are cleaned daily and that a general cleaning is carried out at least once weekly.
5. To prepare the annual requirements of the Leather Workshop and advise on the procurement of new equipment.
6. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Master Leather Worker in the roles ascribed to him.



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