

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

- Ministry:** Public Infrastructure and Land Transport (Public Infrastructure Division)
- Post:** Principal Technical and Mechanical Officer
- Salary:** Rs 34,175 × 1,200 – 37,775 x 1,500 – 52,775 (26 62 75)
- Effective Date:** 09 December 2015
- Qualifications:** By selection from among officers in the grade of Senior Technical and Mechanical Officer who reckon at least four years' service in a substantive capacity in the grade and who –
- (i) possess strong organising, supervisory and communication skills; and
 - (ii) have a good knowledge of the following –
 - (a) Road Traffic (Construction and Use of Vehicles) Regulations;
 - (b) relevant provisions of the Occupational Safety and Health Act; and
 - (c) financial and procurement and supply procedures.
- Role and Responsibilities:** To ensure timely execution of works and assignments and submission of technical reports.
- Duties:**
1. To assist Chief Mechanical Engineers and Mechanical Engineer/Senior Mechanical Engineers in the day-to-day running of the specific sections of the Plaine Lauzun Workshop.
 2. To supervise and co-ordinate the work of officers of the Technical and Mechanical Officer Cadre and ensure that they –
 - (i) perform effectively and efficiently and comply with rules and regulations in force in the Ministry;
 - (ii) submit accident reports within a reasonable time frame; and
 - (iii) answer promptly queries from the Accountant-General and the State Law Office regarding actual cost of repair of vehicles involved in accidents and other matters.

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CERTIFIED CORRECT



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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms
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-2-

3. To perform simple and complex technical work relating to services provided by the Mechanical Engineering Section.
4. To ensure that government vehicles damaged in accidents are repaired without delay.
5. To provide technical advice to government institutions.
6. To provide guidance and on-the-job training to subordinate staff.
7. To liaise with the Procurement and Supply section for the timely procurement of parts, materials, tools and equipment required by the different sections under his supervision.
8. To assess and report on damage to vehicles involved in accidents/incidents and attend Court/Tribunal in that connection.
9. To verify and approve applications for mileage allowance submitted by subordinate staff.
10. To assist Chief Mechanical Engineers in the procurement of tools/equipment for the Workshop and ensure that an updated inventory of same is properly kept.
11. To use ICT in the performance of his duties.
12. 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 Principal Technical and Mechanical Officer in the roles ascribed to him.



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