

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

- Ministry:** Education and Human Resources, Tertiary Education and Scientific Research
- Post:** Foreman
- Salary:** Rs 16,525 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 27,425 (25 36 54)
- Effective Date:** 17 August 2015
- Qualifications:** By selection from among Tradesmen of the Ministry who reckon at least eight years' service in a substantive capacity in the grade and who –
- (i) have an overall general knowledge of the work performed by different categories of workers on a site of work or in a workshop;
 - (ii) possess supervisory and organising skills; and
 - (iii) have the ability to maintain discipline among a team of workers.
- Duties:**
- 1. To organise the work to be performed by workers on sites of work.
 - 2. To guide, train, direct and supervise workers.
 - 3. To issue instructions in clear terms.
 - 4. To control and exercise discipline over workers under his supervision.
 - 5. To monitor progress of work and submit regular reports on the work done.
 - 6. To assist in estimating the quantity of materials in an operation.
 - 7. To ensure the receipt of materials, their storage and proper utilisation.
 - 8. To ensure the availability of materials.
 - 9. To keep records book for materials and tools and ensure their proper maintenance.
 - 10. To keep an inventory of loose tools issued to the workers and to arrange for the safe keeping of unused materials on sites of work.
 - 11. To prepare time sheets and keep books on sites of work where there is no other supervisor.

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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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12. To write simple technical reports in English and French.
13. To report any grievances of workers to the Inspectorate staff.
14. To check attendance of workers under his supervision and transmit all their applications for leave to the Inspectorate staff.
15. To ensure that safety measures are observed by workers.
16. 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 Foreman in the roles ascribed to him.



CERTIFIED CORRECT

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M. A. E. E. E. E.

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

17 August 2015

Date.....