

GOVERNMENT OF MAURITIUS

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

**Ministry:** Education and Human Resources

**Post:** Workshop Assistant/Senior Workshop Assistant

**Salary:** Rs 8,000 x 200 – 10,200 x 250 – 11,700 x 300 – 13,500 (24 10 33)

**Effective Date:** 24 June 2011

**Qualifications:**

A. A Cambridge School Certificate with at least a pass in Physics or Design and Communication or Design and Technology or Passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language and Physics or Design and Communication or Design and Technology with at least Grade C in any two subjects or (ii) in six subjects including English Language and Physics or Design and Communication or Design and Technology with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should be all round handyman, aware of the rudimentary safety precautions needed in workshops and capable of using the common hand tools found in a workshop.

**Duties:**

1. To prepare, clean and keep in readiness all the equipment of a workshop in an educational establishment.
2. To maintain, clean and dust the workshop including the window panes.
3. To be responsible for all tools and stores items in use in the workshop.
4. To maintain all tools and equipment including, among others, lubricating and sharpening of blades.
5. To assist the Educator (Secondary) in –
  - (i) the distribution of tools, drawing boards, furniture, materials and other equipment;
  - (ii) the control of tools and equipment during practical classes;

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 for Senior Chief Executive  
 Ministry of Civil Service and  
 Administrative Reforms

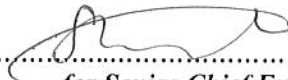
Date..... 24 JUN 2011 .....

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- (iii) the collection of tools and equipment after practical classes;
  - (iv) the storage of tools and equipment;
  - (v) keeping constant watch over the security of pupils;
  - (vi) the daily routine check of all tools, equipment and materials; and
  - (vii) keeping of inventories and stock verifications.
6. To prepare the workshop for practical classes.
  7. To help examiners in the preparation of workshops for practical classes.
  8. 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 Workshop Assistant/ Senior Workshop Assistant in the roles ascribed to him.

**CERTIFIED CORRECT**

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

Date..... **24 JUN 2011** .....

