GOVERNMENT OF MAURITIUS

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

Ministry:  Education and Human Resources
Post:  Senior Laboratory Attendant
Salary:  Rs 12,900 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 20,800 (24 31 47)
Effective Date:  27 May 2011
Qualifications:  By promotion, on the basis of experience and merit, of officers in the grade of Laboratory Attendant who reckon at least five years’ service in a substantive capacity in the grade.

Duties:
1.  To be responsible to the Head of College/School for –
   (a)  the organisation of work, supervision, control and training of Laboratory Attendants posted to his section;
   (b)  general cleanliness of laboratories;
   (c)  the maintenance (including simple repairs) and security of laboratory equipment;
   (d)  ensuring that all laboratory equipment and apparatus are kept clean and in good condition;
   (e)  ensuring that there is an adequate supply of gas and water and that all fixtures for gas, water and electricity in the laboratories and in demonstration rooms are in good working conditions;
   (f)  helping Examiners in the preparation of laboratories for practical examinations; and
   (g)  keeping simple records in connection with petty expenses, equipment and chemicals to be ordered, materials given on loan to other departments, etc.

2.  To perform the duties of Laboratory Attendant as and when required.

3.  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 Senior Laboratory Attendants in the roles ascribed to them.

CERTIFIED CORRECT

[Signature]
for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms
Date 27 MAY 2011