

GOVERNMENT OF MAURITIUS

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

**Ministry:** Education and Human Resources

**Post:** Head Workshop Assistant

**Salary:** Rs 14,875 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 21,425 (24 31 46)

**Effective Date:** 22 May 2013

**Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Workshop Assistant/Senior Workshop Assistant who reckon at least three years' service in a substantive capacity in the grade and who possess -

- (i) supervisory, organising and leadership skills;
- (ii) a good working attitude; and
- (iii) good communication and interpersonal skills.

- Duties:**
1. To be responsible to the head of department/Senior Educator (Secondary)/head of college/school for -
    - (a) the planning and organisation of work in the workshop;
    - (b) the supervision and training of staff under his responsibility;
    - (c) maintaining standards, the upkeep and cleanliness of the workshop;
    - (d) helping examiners in the preparation of the workshop for practical classes;
    - (e) maintaining discipline among Workshop Assistants/Senior Workshop Assistants and the reporting of grievances; and
    - (f) the maintenance (including simple repairs) of tools and equipment.
  2. To prepare cost estimates and assist in preparing the budget for the workshop.
  3. To control and keep an inventory of tools, materials and equipment issued and to arrange for their safekeeping in the workshop.

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CERTIFIED CORRECT

*Alecroy*

for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

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Date.....

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4. To keep simple records in connection with petty expenses and to order through stores, materials required in the workshop.
5. To report to the head of department/ Senior Educator (Secondary)/head of college/school any problem or difficulty noted and advise on remedial action, where appropriate.
6. To perform the duties of Workshop Assistant/Senior Workshop Assistant, as and when required.
7. 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 Head Workshop Assistant in the roles ascribed to him.



CERTIFIED CORRECT

*Alecson*

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

22 May 2013

Date.....