

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

Ministry: Public Infrastructure, National Development Unit, Land Transport and Shipping
(Public Infrastructure Division)

Post: Head, Works Cadre

Salary: Rs 40,775 x 1,500 – 55,775 (26 67 77)

Effective Date: 25 August 2014

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Superintendent of Works who reckon at least two years' service in a substantive capacity in the grade and who –

- (i) possess effective communication skills and have the ability to interact with officers at different levels;
- (ii) possess good organising and technical skills and training potentials;
- (iii) have the ability to lead and motivate a team of officers;
- (iv) have problem-solving abilities; and
- (v) are able to work under pressure and meet tight deadlines.

Role and Responsibilities: To be responsible for providing advice to management on matters relating to all works carried out by the direct labour with due regards to efficiency and effectiveness.

- Duties:**
- 1. To be responsible to the Director (Civil Engineering) through the Chief Engineer (Civil) for the proper execution of all works requested by Ministries/Departments.
 - 2. To organise, supervise and manage the work of Superintendents of Works and other staff of the Inspectorate Cadre.
 - 3. To ensure that –
 - (i) all maintenance works are carried out according to set standards and specifications;

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

25 August 2014

Date.....

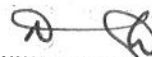
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- (ii) communication procedures and control are adequate so that appropriate and reliable information regarding maintenance work is disseminated on time;
 - (iii) events organized at national level, such as National Day Celebrations, State Visits, socio-cultural and religious ceremonies are well co-ordinated.
4. To keep under constant review the organisational set-up system of the Inspectorate Cadre and work procedures and advise on the improvement of delivery of services.
 5. To establish a proper system of control of funds, assets and human resources and ensure that adequate security of proper records are kept and maintained.
 6. To supervise and assess performance of works of all staff under his responsibility against set targets, report thereon and to recommend corrective measures where necessary.
 7. To provide guidance, coaching and training to subordinate staff.
 8. To attend meetings and committees, as and when required.
 9. To facilitate the promotion of staff welfare and good, healthy and safe working environment.
 10. To use ICT in the performance of his duties.
 11. 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, Works Cadre in the roles ascribed to him.

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