

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

- Ministry:** Health and Quality of Life  
[Reskyled Head, Transport, Maintenance and Workshop Services] CEO 2008
- Post:** Transport and Workshop Manager
- Salary:** Rs 14,200 x 400 – 15,000 x 500 – 17,000 x 600 – 20,000 x 800 – 27,200 (26 43 63)
- Effective Date:** 7 September 2006
- Qualifications:**
- A. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Public Service Commission.
  - B. A degree in Administration or Business Studies or Management with specialisation in Human Resource Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
  - C. A diploma in Motor Vehicle Engineering from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
  - D. At least one year practical experience in the running of a garage.
  - E. A valid driving licence to drive cars, vans, goods vehicles and buses.
  - F. Good organising and managerial abilities and a strong personality.
  - G. Good communication, leadership and interpersonal skills.

**Note 1**

Qualification at A above should have been obtained prior to qualification at B above. However, candidates who, as at 30 June 2003, did not possess the qualification at A above will also be considered provided they hold:

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

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**CERTIFIED CORRECT**

*R. R. R.*

.....  
*for Senior Chief Executive  
Ministry of Civil Service and  
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- (b) a Master's Degree or a postgraduate diploma from a recognised institution in one of the fields at B above or an equivalent qualification acceptable to the Public Service Commission.

Qualification at (a) under "Note 1" should have been obtained prior to qualification at B above and at (b) under "Note 1".

**Note 2**

For the first intake, consideration will be given to serving officers of the Ministry who –

- (i) possess the qualifications at B, C, D, E, F and G above;
- (ii) reckon at least 12 years' experience in the Mechanical Workshop; and
- (iii) are fully conversant with the activities carried out at the Carpentry Workshop.

Candidates should produce written evidence of experience claimed.

**Duties:**

1. To be responsible for the proper management of the health transport network and the day-to-day management of the mechanical and carpentry workshops including the transport section.
2. To assist in the formulation of policies relating to -
  - (i) the running of the mechanical and carpentry workshops; and
  - (ii) transport personnel and fleet management.
3. To plan the Ministry's transport logistics effectively and efficiently and the implementation of approved programmes relating to transport management.
4. To supervise and control all repair works on Ministry's vehicles contracted out to private workshops.
5. To monitor the maintenance and repairs of vehicles of the Ministry, including those of hospitals and other health institutions.

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6. To prepare budget estimates for the transport division and to co-ordinate and report on vehicle requirements of hospitals and other health institutions.
7. To devise and ensure the implementation of training programmes for the ambulance crew and transport personnel in health regions.
8. To advise the Ministry in the preparation of specifications and tender documents for the purchase of the Ministry's vehicles and participate in the evaluation of tenders.
9. To ensure that requests from different units/hospitals are being attended to.
10. To ensure compliance of stores procedures and conversion of materials.
11. To ensure that all spare parts and/or materials needed in the workshop are made available to the workers in time.
12. To ensure the safekeeping, maintenance and proper use of all tools and equipment in use in the carpentry and mechanical workshops.
13. To prepare and submit reports on issues relating to transport and the mechanical and carpentry workshops.
14. To attend meetings and committees, as and when required.
15. To perform such cognate duties as may be assigned.



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