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GOVERNMENT OF MAURITIUS

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

- Ministry:** Local Government and Outer Islands
- Post:** Foreman
- Salary:** Rs 13,200 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 19,600 (25 32 45)
- Effective Date:** 24 May 2010
- Qualifications:** By selection from among Tradesmen and Local Government Tradesmen of the Ministry who –
- (i) possess the Certificate of Primary Education;
 - (ii) reckon at least eight years' service in a substantive capacity in their respective grades;
 - (iii) have a good general knowledge of the work performed by different categories of workers on a site of work or in a workshop; and
 - (iv) are able to control, organise and exercise discipline over the workers.

NOTE

In the absence of candidates possessing the qualification at (i) above, consideration will be given to candidates who show proof of being literate.

- Duties:**
- 1. To organise the work to be performed by workers.
 - 2. To monitor progress of work and submit regular reports on the work done.
 - 3. To issue instructions in clear terms.
 - 4. To guide, control and exercise discipline over the workers.
 - 5. To assist in estimating the quantity of materials in an operation.
 - 6. To write simple technical reports in English and French
 - 7. To be responsible for the effective use of materials.
 - 8. To ensure the availability of materials.

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

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9. To keep a record book of materials.
10. To keep an inventory of the loose tools issued to the workers and to arrange for the safe keeping of the unused materials on the sites of work.
11. To prepare time sheets and keep books on the sites of work where there is no other supervisor.
12. To transmit to the Inspectorate Staff, all applications for leave of absence received from the workers and to report grievances.
13. To be responsible for general safety precautions to be observed by workers.
14. 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 Foremen in the roles ascribed to them.



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