

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

- Ministry:** Local Government and Outer Islands
- Post:** Inspector
- Salary:** Rs 16,000 x 600 – 23,200 x 800 – 24,800 (26 39 53)
- Effective Date:** 4 June 2012
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Assistant Inspector of Works who reckon at least three years' service in a substantive capacity in the grade and who –
- (i) possess organising, supervisory and communication skills; and
 - (ii) have general knowledge of Financial, Procurement and Supply and Human Resource Management procedures.
- Duties:**
1. To be responsible for -
 - (i) the implementation of specific projects (landscaping, terracing, plant nursery operations, beach management and provision of amenities, minor construction works, maintenance programme and related works);
 - (ii) controlling attendance and general supervision of workers on sites of work;
 - (iii) investigating complaints and preparing appropriate reports;
 - (iv) liaising with Local Authorities regarding attendance, work programme and supervision of Government employees seconded there;
 - (v) checking ledgers, site records and progress books;
 - (vi) preparing estimates of materials and costs for minor projects; and
 - (vii) the receipt and issue of materials and tools.
 2. To report to the Senior Inspector on progress of works.
 3. To use ICT in the performance of his duties.
 4. 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 Inspector in the roles ascribed to him.



CERTIFIED CORRECT

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

Date... 04 JUN 2012