

GOVERNMENT OF MAURITIUS

Scheme of Service Specified under Regulation 15 of the  
Public Service Commission Regulations

- Ministry:** Local Government and Disaster Risk Management
- Post:** Leading Hand/Senior Leading Hand
- Salary:** Rs 16,785 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 31,525 (24 030 063)
- Effective Date:** 02 October 2024
- Qualifications:**
- A. By selection from among employees on the permanent and pensionable establishment of the Ministry in the grades of Gardener/Nursery Attendant, Handy Worker (Special Class), Handy Worker, Refuse Collector and General Worker who –
- (i) possess the Certificate of Primary Education or the Primary School Achievement Certificate; and
  - (ii) reckon at least five years' service in a substantive capacity in their respective grade or an aggregate of at least five years' service in a substantive capacity in the grade of General Worker and at least in one of the following grades: Gardener/Nursery Attendant, Handy Worker (Special Class), Handy Worker and Refuse Collector.

**NOTE**

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

- B. Candidates should also –
- (i) have a good general knowledge of all the categories of works performed on sites of work; and
  - (ii) have good organising and supervisory skills.

- Duties:**
1. To be responsible to the Assistant Inspector of Works/Inspector for the proper implementation of work on construction and landscaping sites.
  2. To organise and distribute work among employees under his supervision and maintain discipline among them.
  3. To exercise site supervision and ensure that the work is properly performed.

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CERTIFIED CORRECT

*B. D. Nundloll*

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B. D. Nundloll (Mrs)  
for Secretary for Public Service

02 October 2024

Date.....

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4. To keep progress books of work carried out.
5. To keep an inventory of the tools and materials issued to him or to the workers and to arrange for the safe keeping of the tools and unused materials on the sites of work.
6. To ensure proper usage of materials on site of work and record movement of vehicles on the site.
7. To enquire into any cases of misconduct or insubordination and report to the immediate supervisor.
8. To report grievance of employees to the immediate supervisor.
9. To forward to the immediate supervisor the applications for leave received from employees under his supervision.
10. To ensure that all measures regarding safety of workers and the public are adequately taken.
11. To keep record of the daily attendance and monitor the attendance register.
12. 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 Leading Hand/Senior Leading Hand in the roles ascribed to him.



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*B. D. Nundloll*

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**B. D. Nundloll (Mrs)**  
*for Secretary for Public Service*

**02 October 2024**

**Date**.....