

GOVERNMENT OF MAURITIUS

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

- Ministry:** Local Government and Outer Islands
- Post:** Leading Hand/Senior Leading Hand
- Salary:** Rs 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 –
21,950 x 625 – 23,200 x 775 – 27,075 (24 027 056)
- Effective Date:** 02 May 2017
- Qualifications:** A. By selection from among employees on the permanent and pensionable establishment of the Ministry in the grades of –
- (i) Handy Worker;
 - (ii) Refuse Collector; and
 - (iii) General Worker
- who –
- (a) possess the Certificate of Primary Education; and
 - (b) 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 grades of General Worker and Handy Worker or General Worker and Refuse Collector.

NOTE

In the absence of candidates possessing the qualification at A(a) above, consideration will be given to employees on the permanent and pensionable establishment of the Ministry 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.

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CERTIFIED CORRECT


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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*
02 May 2017

Date.....

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
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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.
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 grievances 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 daily attendance and monitor 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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*for Senior Chief Executive
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