

GOVERNMENT OF MAURITIUS

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

Ministry: Social Security, National Solidarity, and Environment and Sustainable Development
(Environment and Sustainable Development)

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: 15 May 2018

Qualifications: A. By selection from among employees on the permanent and pensionable establishment of the Ministry in the grades of –

(a) Handy Worker (Special Class) and Handy Worker who 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 Handy Worker and Handy Worker (Special Class); and

(b) General Worker who –

(i) possess the Certificate of Primary Education; and

(ii) reckon at least five years' service in a substantive capacity in the grade.

NOTE

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

B. Candidates should also –

(i) have a record of satisfactory service;

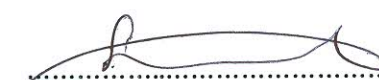
(ii) have a good general knowledge of all categories of works performed on sites of work; and

(iii) have effective organising and supervisory skills.

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S. K. Wan Ah Fat
for Secretary for Public Service

15 May 2018

Date.....

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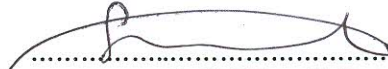
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Duties:

1. To be responsible for the proper execution and supervision of work on sites of work.
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 –
 - (i) record of the daily attendance of employees and the work done by them and prepare daily reports;
 - (ii) an inventory of the tools and materials issued to him or to the employees and to arrange for the safe keeping of the tools and unused materials on the sites of work; and
 - (iii) progress books of work carried out.
5. To enquire in any case of misconduct or insubordination and to report to the immediate supervisor.
6. To report grievances of employees to the immediate supervisor.
7. To forward to the immediate supervisor applications for leave received from employees under his supervision.
8. To ensure that all measures regarding safety of employees and the public are adequately taken.
9. To control and monitor attendance register.
10. 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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S. K. Wan Ah Fat
for Secretary for Public Service

15 May 2018

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