

GOVERNMENT OF MAURITIUS

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

Ministry: Public Infrastructure, National Development Unit, Land Transport and Shipping (Public Infrastructure Division)

Post: Superintendent of Works

Salary: Rs 34,175 x 1,200 – 37,775 x 1,500 – 52,775 (26 62 75)

Effective Date: 6 November 2014

Qualifications: By selection from among officers in the grade of Chief Inspector of Works who reckon at least one year's service in a substantive capacity in the grade and who -

- (i) possess organising, supervisory and communication skills; and
- (ii) have the ability to lead a team of officers.

Duties:

1. To be responsible to the Head, Works Cadre for the management of sections under his supervision and for the efficient performance of overall civil engineering works.
2. To guide, supervise and co-ordinate the work of Chief Inspectors of Works, Senior Inspectors of Works, Inspectors of Works and other staff under his responsibility.
3. To monitor and streamline execution of all maintenance works and issues within various sections of the Ministry.
4. To ensure the processing of all requests for maintenance and repair works.
5. To channel requests for execution of minor works.
6. To monitor progress of work.
7. To ensure proper management and judicious use of funds.
8. To advise and guide the different sections under his responsibility on all innovative programmes to be implemented.
9. To make recommendations on personnel issues such as transfer and redeployment of staff, and the determination of training needs for the various trades and the organisation of such training.

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

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10. To hold and attend meetings/committees, as and when required, at the Ministry as well as at other Ministries/Departments for the organisation of events such as National Day, State Visits, conferences and sports/social/cultural events.
11. To act as member of Quotation/Bid Evaluation Committees, whenever required, and form part of Boards of Survey, Injury Boards, Selection Boards and Boards of Enquiry.
12. To assist the Head, Works Cadre in the supervision of minor works contracts allocated to private contractors.
13. To use ICT in the performance of his duties.
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 the Superintendent of Works in the roles ascribed to him.



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