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

Ministry: Public Infrastructure and Land Transport (Public Infrastructure Division)
Post: Assistant Inspector of Works
Salary: Rs 12,925 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 –
20,675 x 750 – 28,925 (26 24 56)
Effective Date: 27 August 2015
Qualifications: A. A Cambridge School Certificate with credit in at least five subjects including
English Language, French and Mathematics or Principles of Accounts
obtained on one certificate or Passes not below Grade C in at least five
subjects including English Language, French and Mathematics or Principles
of Accounts obtained on one certificate at the General Certificate of
Education “Ordinary Level” or an equivalent qualification acceptable to the
Public Service Commission.

Note
Candidates not possessing a credit in English Language at the
Cambridge School Certificate will also be considered provided they
possess passes in at least two subjects at “Principal Level” and one
subject at “Subsidiary Level” as well as the General Paper obtained on
one certificate at the Cambridge Higher School Certificate
Examinations.

B.(i) The Ordinary Technician Diploma in Building and Civil Engineering
awarded by the City and Guilds of London Institute or
(ii) The Technician Diploma in Construction or in Construction Industry awarded
by the City and Guilds of London Institute or
(iii) The “Brevet de Technicien” in Building Construction (Bâtiment) awarded
jointly by the Mauritius Examinations Syndicate and the Lycée Polytechnique
Sir Guy Forget.

OR

Equivalent qualifications to A and B above acceptable to the Public Service
Commission.

C. Candidates should be computer literate.

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms
27 August 2015

Date..................................................
NOTE

In the absence of candidates possessing the qualifications at B above, consideration will be given to candidates possessing the Technician Certificate in Construction or the Technician Certificate Part I in Construction awarded by the City and Guilds of London Institute or an equivalent qualification acceptable to the Public Service Commission.

Candidates should produce written evidence of knowledge claimed.

Duties:

1. To be responsible for –

   (a) the roll call of manual workers under his supervision;

   (b) the keeping of up-to-date registers giving particulars of full name, home address, date of birth, qualifications, date of appointment as well as records of leave for all manual workers under his supervision;

   (c) the keeping of time books and progress books;

   (d) the distribution of work and supervision of workers on sites of work;

   (e) the preparation of simple estimates, bills, paysheets and monthly returns;

   (f) the preparation of requisitions, the physical custody of stores, the receipt and issue of materials, tools/equipment on sites of work and the keeping of appropriate records;

   (g) reporting to the Inspector of Works on all matters pertaining to maintenance/repair works;

   (h) taking such measures as may be necessary for the safety of workers and the public on sites of work;

   (i) the organisation of transport for workers and materials to sites of work; and

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[Signature]

for Senior Chief Executive
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SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE PUBLIC SERVICE COMMISSION REGULATIONS

(j) the maintenance, including refueling, of vehicles and plants under his supervision.

2. To process applications for leave in respect of workers under his supervision and refer them for approval.

3. To assist in estimating the quantity of materials in an operation and their procurement.

4. To ensure the availability of materials and their effective use as well as the keeping of proper records on the stock of materials.

5. To assist in surveys in connection with maintenance/repair works.

6. To assist Inspectors of Works in the discharge of their duties including the supervision of work allocated to private contractors.

7. To take charge of the site from the Security Guard/Security Officer in the morning and hand over same in the afternoon before leaving the site.

8. To use ICT in the performance of his duties.

9. 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 Assistant Inspector of Works in the roles ascribed to him.