

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: Foreman

Salary: Rs 13,200 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 19,600 (25 32 45)

Effective Date: 10 August 2010

Qualifications: By selection from among –

- (a) Chief Tradesmen who -
 - (i) have acquired a good general knowledge of the work performed by different categories of workers on a site of work or in a workshop; and
 - (ii) are able to control, organise and discipline workers;

and
- (b) Tradesmen who -
 - (i) possess the Certificate of Primary Education;
 - (ii) reckon at least eight years' service in a permanent and pensionable capacity as Tradesman;
 - (iii) have a good general knowledge of the work performed by different categories of workers on a site of work or in a workshop; and
 - (iv) are able to control, organise and discipline workers.

NOTE

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

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Alecias

 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms
 Date **10 AUG 2010**

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
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Duties:

A. General

1. To organise the work to be performed by workers in sub-offices of the Ministry.
2. To control progress of work.
3. To issue instructions in clear terms.
4. To guide, control and discipline workers.
5. To assist in estimating the quantity of materials in an operation.
6. To write simple technical reports in English or French.
7. To be responsible for the effective use of materials.
8. To ensure the availability of materials.
9. To keep the record book of materials.
10. To keep an inventory of the loose tools issued to the workers and to arrange for the safe keeping of the unused materials on the sites of work.
11. To prepare time sheets and keep books on the sites of work where there is no other supervisor.
12. To transmit to the Inspectorate Staff all applications for leave of absence received from the workers and to report grievances.
13. To be responsible for general safety precautions to be observed by workers.
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 Foremen in the roles ascribed to them.

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**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
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B. Automobile Section

1. To organise the work to be performed by the workers in the Automobile Section.
2. To control the progress of the work in all the sub-sections at the Workshop and at all the Sub-Workshops.
3. To issue instructions in clear terms.
4. To guide, control and discipline workers.
5. To assist in determining the spare parts and other materials for use in an operation.
6. To write simple technical reports in English or French.
7. To be responsible for the effective use of the spare parts and other materials in vehicles, plant and machinery.
8. To be responsible for keeping record book of work progress, job card books, vehicle arrival and departure record book and indoor and outdoor work record books.
9. To be responsible for the safekeeping of log books of vehicles and plant attending workshop for repairs.
10. To check applications for leave and to transmit them with proper recommendations to the Technical Officer or Engineer/Senior Engineer for approval and to report grievances.
11. To be responsible for the progress of work and the rapid movement of vehicles and plant between the various sections, that is, Mechanics, Auto Electricity, Panel Beating and Painting.
12. To be responsible for general safety precautions to be observed by workers.
13. 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 Foremen in the roles ascribed to them.

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C. Mechanical Section

1. To organise the work to be performed by the workers in the Mechanical Section.
2. To control the progress of the work in the sub-sections.
3. To issue instructions in clear terms.
4. To guide, control and discipline workers.
5. To assist in determining the spare parts and other materials for use in an operation.
6. To write simple technical reports in English or French.
7. To be responsible for the effective use of the spare parts and other materials in vehicles, plant and machinery.
8. To be responsible for keeping record book of work progress, job card books and indoor and outdoor work record books.
9. To check applications for leave and to transmit them with proper recommendations to the Technical officer or Engineer/Senior Engineer for approval and to report grievances.
10. To be responsible for the progress of work and the rapid movement of work between the various sections.
11. To be responsible for general safety precautions to be observed by workers.
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 Foremen in the roles ascribed to them.



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Alexander J.

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