

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

- Organisation:** Rodrigues Regional Assembly (Agriculture)
- Post:** Agricultural Superintendent
- Salary:** Rs 28,000 x 1,000 – 30,000 x 1,250 – 40,000 (19 57 67)
- Effective Date:** 26 June 2012
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Senior Technical Officer (Agriculture) who –
- (a) reckon at least four years' service in a substantive capacity in the grade;
 - (b) have organising and supervisory abilities; and
 - (c) possess good communication skills.
- Role and Responsibilities:** To assist in the administration and management of the Agricultural Service and in the proper functioning of its activities.
- Duties:**
1. To assist the Officer-in-Charge, Agriculture in the administrative and technical work in the Agricultural Service.
 2. To supervise subordinate staff and advise them on technical matters relating to their duties.
 3. To liaise with other divisions, parastatal bodies and non-government organisations for the smooth running of the Agricultural Service.
 4. To assist the Officer-in-Charge, Agriculture in the formulation of agricultural policies and the implementation of agricultural programmes.
 5. To co-ordinate and supervise activities in all stations of the Agricultural Service.
 6. To prepare and monitor the work programme of the Agricultural Service.
 7. To plan and execute maintenance programmes for buildings and equipment.
 8. To assess resource needs in the Agricultural Service, prepare budget and assist in the control of expenditure.

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 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms
 Date. 26 JUN 2012

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9. To ensure timely provision of inputs for research and projects.
10. To organise guided tours, competitions, exhibitions, meetings, talks, seminars and workshops for the benefit of farmers.
11. To be responsible for budget allocation and monitoring.
12. To supervise and assist in the preparation of extension talks, advisory publications, displays and other materials for mass media.
13. To be responsible for the preparation of annual and progress reports.
14. To assist research staff in the conduct of farm surveys and other data collection operations.
15. To use ICT in the performance of his duties.
16. 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 Agricultural Superintendent in the roles ascribed to him.



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