

GOVERNMENT OF MAURITIUS

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

Organisation: Rodrigues Regional Assembly (Environment Division)

Post: Enforcement Officer

Salary: Rs 11,200 x 250 – 11,700 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 22,600 (18 25 50)

Effective Date: 23 July 2010

Qualifications: By selection from among serving officers on the establishment of the Rodrigues Regional Assembly who hold a substantive appointment and who –

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

Experience in enforcement duties is desirable.

Candidates should produce written evidence of experience claimed.

- Duties:**
- 1. To be responsible to the Environment Officer for the following duties in respect of the region under his responsibility –
 - (i) monitoring cleaning/scavenging works contracted out to private sector;

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date... 23 JUL 2010

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- (ii) managing and controlling the dumping sites and transfer stations and supervising the disposal of waste there;
 - (iii) supervising the cleaning and embellishment of public places including beaches and enforcement of Public Beaches Regulations;
 - (iv) examining and registering waste carriers vehicles and enforcement of Dumping Waste Carriers Regulations;
 - (v) inspecting trading premises of applicants of Restaurant Keeper Licence and enforcing the relevant provisions of the Trade Industries Classification Act and the Rodrigues Regional Assembly (Collection of Refuse) Regulations 2008;
 - (vi) issuing notices and contraventions in line with enforcement of environmental regulations in force;
 - (vii) enquiring and reporting on complaints and appeals;
 - (viii) acting as prosecutor on behalf of the Commission responsible for the subject of Environment, as and when required;
 - (ix) assisting in the operation of environment monitoring equipment such as noise meter, smoke opacity meter, etc.;
 - (x) performing general clerical duties such as the preparation and processing of straightforward documents, records, notices, etc.;
 - (xi) assisting in the preparation and carrying out of outdoor educational/sensitisation programmes;
 - (xii) collecting data and information on environmental issues; and
 - (xiii) acting as Secretary in technical committees, as and when required.
2. To perform word processing and other basic ICT functions.

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3. 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 Enforcement Officers in the roles ascribed to them.

Note

Enforcement Officers will be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.



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Ministry of Civil Service and
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