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

Organisation: Rodrigues Regional Assembly (Public Infrastructure)

Post: Chief Inspector of Works

Salary: Rs 27,750 x 750 – 28,500 x 900 – 33,000 x 1,200 – 36,600 x 1,500 – 41,100
(26 50 62)

Effective Date: 14 February 2013

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of
Senior Inspector of Works who reckon at least two years’ service in a substantive
capacity in the grade and who possess good organising and leadership skills.

Duties:

1. To assist the Departmental Head and the Officer-in-Charge, Public
   Infrastructure in the day-to-day administration of the Division.

2. To ensure that all works on project sites are done in the most efficient and
effective way and to take remedial action if standards of quality and
   quantity are not met.

3. To guide, supervise and co-ordinate the work of subordinate staff.

4. To ensure that all requests for minor works, maintenance/repair/renovation
   works are executed diligently.

5. To monitor and streamline execution of all projects and ensure that
   completion reports of these projects are duly submitted.

6. To liaise with other Commissions/Divisions in connection with the
   implementation of projects.

7. To be responsible for the preparation of cost estimates, list of materials
   and time frame for works to be executed.

8. To assist in the determination of training needs of officers in the
   Inspectorate Cadre and the organisation of such training.

9. To attend meetings and committees.


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

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
    the Chief Inspector of Works in the roles ascribed to him.

CERTIFIED CORRECT

[Signature]

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date: 14 FEB 2013