

GOVERNMENT OF MAURITIUS

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

- Ministry:** Youth and Sports
- Post:** Field Supervisor
- Salary:** Rs 12,425 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 (24 22 45)
- Effective Date:** 15 October 2014
- Qualifications:** By selection from among employees in the grade of General Worker on the permanent and pensionable establishment of the Ministry who –
 - (i) possess the Certificate of Primary Education; and
 - (ii) have the ability to supervise workers.

NOTE 1

In the absence of candidates possessing the qualification at (i) above, consideration will be given to employees on the permanent and pensionable establishment of the Ministry who show proof of being literate.

NOTE 2

In the absence of qualified employees on the permanent and pensionable establishment of the Ministry, by selection from among serving employees on the permanent and pensionable establishment who possess the qualifications at (i) and (ii) above.

- Duties:**
 1. To distribute work to workers under his supervision and maintain discipline among them.
 2. To control works undertaken under his supervision and to ensure that they are carried out according to norms and standards.
 3. To prepare daily progress of work of his team of workers.

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CERTIFIED CORRECT

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S. Chandring
 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms

15 October 2014

Date.....



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4. To ensure that no materials are left on site of work so as to cause obstruction.
5. To make simple measurements and keep simple records of the work done.
6. To ensure that safety measures are observed on site of work.
7. To keep an inventory of tools and materials issued to workers and to arrange for safekeeping of the unused materials on site of work.
8. To record attendance of workers in time books and to report all unauthorised absences.
9. To report to the Foreman or Maintenance Supervisor any misconduct or insubordination and any grievances of workers.
10. To forward to the Foreman or Maintenance Supervisor applications for leave received from workers under his supervision.
11. 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 Field Supervisor in the roles ascribed to him.



CERTIFIED CORRECT

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S. Chandrasekaran
for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

15 October 2014

Date.....