

GOVERNMENT OF MAURITIUS

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

- Ministry:** Youth and Sports
- Post:** Foreman
- Salary:** Rs 16,525 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 27,425 (25 36 54)
- Effective Date:** 15 October 2014
- Qualifications:** By selection from among Field Supervisors and Tradesmen of the Ministry who reckon at least eight years’ service in a substantive capacity in their respective grade and who –
 - (i) have an overall general knowledge of the work performed by different categories of workers on a site of work;
 - (ii) possess supervisory and organising skills; and
 - (iii) have the ability to maintain discipline among a team of workers.
- Duties:**
 1. To organise the work to be performed by workers on sites of work.
 2. To guide, train and direct workers and supervise the performance of work.
 3. To issue instructions in clear terms.
 4. To control and exercise discipline over workers under his supervision.
 5. To monitor progress of work and submit regular reports on the work done.
 6. To assist in estimating the quantity of materials in an operation.
 7. To ensure the receipt of materials, their storage and proper utilisation.
 8. To ensure the availability of materials.

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CERTIFIED CORRECT

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

15 October 2014


Date.....

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

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9. To keep records book for materials and tools and ensure their proper maintenance.
10. To keep an inventory of loose tools issued to workers and to arrange for the safe keeping of unused materials on site of work.
11. To prepare time sheets and keep books on sites of work where there is no other supervisor.
12. To write simple technical reports in English and French.
13. To report any grievances of workers to the Maintenance Supervisor.
14. To check attendance of workers under his supervision and transmit all their applications for leave to the Maintenance Supervisor.
15. To ensure that safety measures are observed by workers.
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 Foreman in the roles ascribed to him.

CERTIFIED CORRECT


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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

15 October 2014

Date.....

