

GOVERNMENT OF MAURITIUS

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

Attn Mrs Hevasing

- Organisation:** Rodrigues Regional Assembly (Central Administration)
- Post:** Foreman
- Salary:** Rs 13,200 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 19,600 (25 32 45)
- Effective Date:** 2 August 2010
- Qualifications:** By selection from among –
 - (a) Chief Tradesmen who have acquired a good general knowledge of the work performed by different categories of workers on a site of work or in a workshop and are able to control, organise and discipline workers;
 - and
 - (b) Tradesmen who -
 - (i) possess the Certificate of Primary Education;
 - (ii) reckon at least eight years' service in a permanent and pensionable capacity as Tradesmen;
 - (iii) have a good general knowledge of the work performed by different categories of workers on a site of work or in a workshop; and
 - (iv) are able to control, organise and discipline workers.

NOTE

In the absence of candidates possessing the qualification at (b)(i) above, consideration will be given to those who show proof of being literate.

- Duties:**
 1. To organise the work to be performed by a team of workers.
 2. To guide, train and direct workers and supervise the performance of work.
 3. To issue instructions in clear terms.
 4. To control and discipline workers.

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date: 02 AUG 2010

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PUBLIC SERVICE COMMISSION REGULATIONS**

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5. To assist in estimating the quantity of materials in an operation and the preparation of estimates.
6. To write technical reports in English and French.
7. To be responsible for the incorporation of the materials into work.
8. To keep the record book of materials.
9. To keep an inventory of the loose tools issued to the workers and to arrange for the safe keeping of unused materials on the sites of work.
10. To prepare time sheets and keep books on the sites of work where there is no other supervisor.
11. To transmit to the immediate supervisor all the applications for leave of absence received from the workers and to report grievances.
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 Foremen in the roles ascribed to them.



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

02 AUG 2010
Date.....