

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

- Organisation:** Rodrigues Regional Assembly (Central Administration)
- Post:** Office Supervisor
- Salary:** Rs 15,000 x 500 – 16,000 x 600 – 23,200 (08 37 51)
- Effective Date:** 21 October 2011
- Qualifications:** By promotion, on the basis of experience and merit, from among officers in the grade of Clerical Officer/Higher Clerical Officer who reckon at least 10 years' service in a substantive capacity in the grade and who possess –
- (i) knowledge of work procedures in the public service;
  - (ii) ability and initiative in problem solving;
  - (iii) organising and supervisory skills; and
  - (iv) good interpersonal and communication skills.
- Duties:**
1. To be responsible for the proper running of small divisions/sections/units where specialised tasks are carried out.
  2. To monitor the use of Government vehicles and to organise transport for official purposes.
  3. To attend to queries from members of the public and to provide them with relevant information.
  4. To ensure that the workplace is kept clean and tidy and that health and safety norms are observed.
  5. To supervise, train and provide guidance to subordinate staff.
  6. To assist in -
    - (a) the organisation of official functions and welfare activities; and
    - (b) the provision of proper office accommodation, furniture and equipment and their proper maintenance.
  7. To use ICT in the performance of his duties.
  8. 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 Office Supervisor in the roles ascribed to him.



**CERTIFIED CORRECT**

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*for Senior Chief Executive*  
*Ministry of Civil Service and*  
*Administrative Reforms*  
**21 OCT 2011**  
 Date.....