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

- Ministry:** Civil Service and Administrative Reforms
- Post:** Office Supervisor
- Salary:** Rs 20,525 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 36,200
(08 046 067)
- Effective Date:** 28 December 2018
- Qualifications:**
- A. By promotion, on the basis of experience and merit, of officers in the grade of Management Support Officer who hold a substantive appointment and reckon an aggregate of at least 20 years' service in a substantive capacity in the grade of Management Support Officer and the former grades of Officer and/or Clerical Officer/Higher Clerical Officer.
 - B. Candidates should 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.

NOTE

For the first intake, by promotion of officers who hold a substantive appointment in the grades of –

- (i) Special Clerical Officer, in post as at 1 January 2016; and
- (ii) Management Support Officer, in post as at 1 January 2016, and who held the post of Special Clerical Officer as at 30 June 2008.

- 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 in small divisions/sections/units.

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CERTIFIED CORRECT



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D. Gowry (Mrs)
for Secretary for Public Service

28 December 2018

Date.....

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3. To attend to queries from members of the public and provide them with relevant information.
4. To ensure that the workplace is kept clean and tidy and that health and safety norms are observed in small divisions/sections/units.
5. To supervise, advise and guide junior 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

D. Gowry

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D. Gowry (Mrs)
for Secretary for Public Service

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