

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

(34)

Ministry: Health and Quality of Life
Post: Principal Technical Officer (Chemical Laboratory)
Salary: Rs 28, 000 x 1,000 – 30,000 x 1,250 – 40,000 (19 57 67)
Effective Date: 17 October 2012
Qualifications: By selection from among officers in the grade of Senior Technical Officer (Chemical Laboratory) who reckon at least three years' service in a substantive capacity in the grade and who possess good interpersonal and leadership skills.

Role and Responsibilities: To be responsible to the Chief Government Analyst for the smooth day-to-day running of the Chemical Laboratory.

Duties:

1. To be responsible to the Chief Government Analyst through the Senior Government Analyst and Government Analyst for -
 - (i) planning, organising and supervising the work of technical and subordinate staff;
 - (ii) ensuring that the equipment and instruments in the Chemical Laboratory are in good working condition;
 - (iii) ensuring that the Chemical Laboratory is kept clean and tidy;
 - (iv) assisting Government Analysts in developing and implementing the quality management strategy in compliance with ISO 170215 and ensuring that the tests carried out in the Chemical Laboratory are performed in accordance with approved and validated methods;
 - (v) preparing and implementing training programmes for technical and subordinate staff;
 - (vi) monitoring and controlling the general issue of Chemical Laboratory items from stores and keeping an inventory of same ; and
 - (vii) monitoring the stock of chemicals and consumables taking into account their shelf life.
2. To use ICT in the performance of his duties.
3. 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 Principal Technical Officer (Chemical Laboratory) in the roles ascribed to him.



CERTIFIED CORRECT


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

17 October 2012

Date.....