

GOVERNMENT OF MAURITIUS

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

Ministry: Health and Wellness

Post: Co-ordinator (Operations Support Services)

Salary: Rs 22,625 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 –
37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200
(26 049 083)

Effective Date: 18 April 2024

Qualifications: A. By selection from serving officers who hold a substantive appointment and who possess –

(i) a diploma in Mechanical and Electrical Engineering from a recognised institution

or

(ii) a diploma in Logistics and Transport from the Chartered Institute of Logistics and Transport

OR

An equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

(i) reckon at least one year's experience in Fleet Maintenance; and

(ii) possess a valid driving licence (manual gear) to drive cars or vans.

Candidates should produce written evidence of experience claimed.

Role and Responsibilities: To be responsible to the Senior Manager, Operations Support Services through the Manager, Operations Support Services for the effective and efficient management of the Hospital Logistics and the Department of Operations Support Services.

Duties: 1. To assist in the proper management of the Department of the Operations Support Services.

/2...



CERTIFIED CORRECT

B. D. Nundloll

B. D. Nundloll (Mrs)

for Secretary for Public Service

18 April 2024

Date.....

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

-2-

2. To plan and organise the Ministry's logistics effectively and efficiently and ensure the proper implementation of approved programme.
3. To manage and supervise the Ministry's fleet and maintenance workshops in hospitals and other health institutions.
4. To monitor the maintenance and repair of logistics of the Ministry, including those of hospitals and other health institutions and Mechanical Workshop.
5. To ensure that all the divisions of the Ministry are provided with transport facilities, as and when required.
6. To assist in –
 - (i) the preparation of budget estimates for the Department of Operations Support Services and to coordinate and report on the logistics requirements of hospitals and other health institutions;
 - (ii) the design, execution, supervision, monitoring and management of maintenance projects and minor renovation works in hospitals and health institutions; and
 - (iii) the preparation of specifications and tender documents for the purchase of vehicles and participate in the evaluation of tenders.
7. To organise training programmes for the staff under his supervision and to assist in the training of staff in Maintenance Management of buildings and assets.
8. To exercise control over movement and maintenance of the Ministry's vehicles in respective regions by making use of the Fleet Management System.
9. To effect visits on maintenance sites or any other site where renovation works are being carried out.
10. To organise, coordinate and supervise the work of junior officers.

/3...



CERTIFIED CORRECT

B. D. Nundloll

B. D. Nundloll (Mrs)

for Secretary for Public Service

18 April 2024

Date.....

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

-3-

11. To supervise motor repair jobs at private garages and to ensure that works are carried out according to good engineering practices.
12. To ensure compliance of store procedures for procurement of spare parts and materials.
13. To supervise the Fleet Management System at all levels of operation.
14. To use ICT in the performance of his duties.
15. 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 Co-ordinator (Operations Support Services) in the roles ascribed to him.



CERTIFIED CORRECT

130

B. D. Nundloll (Mrs)

for Secretary for Public Service

18 April 2024

Date.....