

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

- Ministry:** Health and Quality of Life
- Post:** Supervisor, Operations Support Services (on shift)
- Salary:** Rs 15,450 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 34,350 (26 032 065)
- Effective Date:** 26 June 2018
- Qualifications:**
- A. By selection from among serving officers who reckon at least four years' service in a substantive capacity in their respective grade and who possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one Certificate at the General Certificate of Education "Advanced Level" or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) possess a valid driving licence (manual gear) to drive cars;
- (ii) possess good supervisory and organising skills;
- (iii) have the ability to resolve problems promptly; and
- (iv) possess good interpersonal and communication skills.
- Duties:**
1. To be responsible to the Co-ordinator (Operations Support Services)/officer responsible for Transport activities for planning, organising and supervising transport operational activities, including logistics and maintenance in hospitals and other health institutions.
 2. To make transport arrangement for patients.
 3. To fill and control log books of all vehicles.
 4. To perform all the duties related to the issue of fuel to all vehicles.
 5. To prepare daily and weekly schedule of work for drivers posted in hospitals and other health institutions while ensuring fair distribution of work.
 6. To ensure that all the vehicles attached to the hospitals and other health institutions are in proper running condition.

/2...



CERTIFIED CORRECT

S. K. Wan Ah Fat

for Secretary for Public Service

26 June 2018

Date.....

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

-2-

7. To ensure timely servicing of all vehicles.
8. To operate the Fleet Management System.
9. To use ICT in the performance of his duties.
10. To perform any other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Supervisor, Operations Support Services (on shift) in the roles ascribed to him.

Note

Supervisors, Operations Support Services (on shift) will be required to work on shift covering a 24-hour service including Saturdays, Sundays and Public Holidays and officially declared cyclone days.



CERTIFIED CORRECT

S. K. Wan Ah Fat

for Secretary for Public Service

26 June 2018

Date.....