

GOVERNMENT OF MAURITIUS

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

Ministry: Business, Enterprise, Commerce and Consumer Protection (Commerce Division)

Post: Director, Legal Metrology Services

Salary: Rs 66,000 (19 00 84) (Personal to holder in post as at 30 June 2008)
Rs 50,000 x 1,500 – 56,000 x 2,000 – 62,000 (19 75 82) (Future Holder)

Effective Date: 5 July 2011

Qualifications: By promotion, on the basis of experience and merit, of an officer in the grade of Deputy Director, Legal Metrology Services who reckons at least two years' service in a substantive capacity in the grade and who has –

- (i) administrative and managerial abilities;
- (ii) negotiating and leadership skills;
- (iii) personal credibility and integrity; and
- (iv) strong interpersonal and problem-solving skills.

Role and Responsibilities: To be responsible for the efficient operation and management of the Legal Metrology Services.

- Duties:**
- I. To be responsible to the Permanent Secretary for the performance of the following duties -
 - (a) advising on policy formulation relating to Legal Metrology matters and ensuring implementation of approved policy;
 - (b) ensuring the enforcement of legislation in force;
 - (c) ensuring the maintenance, conservation, calibration and verification of secondary and working standards in conformity with legislation in force;
 - (d) drawing up technical prescriptions relating to measuring equipment which are liable to Government control;
 - (e) preparing draft legislation; and

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 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms

Date 05 JUL 2011

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- (f) compiling and analysing relevant statistics and advising on appropriate action.
2. To initiate projects and approve those which are viable within the scope of Legal Metrology.
 3. To promote the role of the Legal Metrology Services and the importance of Legal Metrology.
 4. To establish and review objectives of the Legal Metrology Services and to formulate strategies to attain the objectives.
 5. To liaise with international institutions such as the International Organisation of Legal Metrology (IOLM), Regional Co-operation structures for Legal Metrology (within SADC, COMESA and other international institutions) and other Legal Metrology Bodies.
 6. To formulate a strategic plan for the accreditation of the Laboratory.
 7. To formulate a strategic plan for the implementation of a Quality Management System for the Legal Metrology Services.
 8. To formulate strategies for training and education programmes.
 9. To use ICT in the performance of his duties.
 10. 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 Director, Legal Metrology Services in the roles ascribed to him.



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*for Senior Chief Executive
Ministry of Civil Service and
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