

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

- Ministry:** Industry, Science and Research
- Post:** Quality Manager
- Salary:** Rs 37,500 x 1,250 – 50,000 (19 65 75)
- Effective Date:** 8 January 2010
- Qualifications:** By selection from among officers in the grade of Assistant Accreditation Manager who reckon at least four years' service in a substantive capacity in the grade and who possess –
- (i) proven ability to plan, conduct quality system audits and manage a team of auditors;
 - (ii) good communication and interpersonal skills;
 - (iii) administrative and managerial skills; and
 - (iv) a sound knowledge in quality assurance and conformity assessment.
- Role and Responsibilities:** To be responsible for the maintenance of the management of quality operations systems in the Mauritius Accreditation Service (MAURITAS) in line with international standards for the purpose of international recognition and multilateral recognition arrangements.
- Duties:**
- 1. To be responsible for the establishment and maintenance of a quality system according to international standards.
 - 2. To ensure that the quality system as documented in the Quality Manual is continually reviewed, maintained, controlled and updated.
 - 3. To report directly to the Director on all matters pertaining to the quality system.
 - 4. To organise training courses and carry out internal audits and train new internal auditors.
 - 5. To be responsible for identifying, recording and correcting quality problems.



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*for Senior Chief Executive
Ministry of Civil Service and
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6. To continually improve procedures, implement preventive measures and ensure implementation of corrective actions.
7. To record appeals, complaints, corrective actions taken as well as procedures to prevent recurrence.
8. To review, submit comments and vote on accreditation standards, documents and guidelines from international organisations.
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 Quality Manager in the roles ascribed to him.



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