

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

- Ministry:** Labour, Industrial Relations and Employment
- Post:** Head, Specialist Support Services
- Salary:** Rs 28,000 x 1,000 – 34,000 (26 64 70)
- Effective Date:** 10 May 2006
- Qualifications:** By selection from among officers in the grade of Occupational Safety and Health Engineer who reckon at least seven years' service in a substantive capacity in the grade and who -
- (i) have a thorough knowledge of national legislations and policies on occupational safety and health;
 - (ii) have the ability to lead and manage effectively a team of officers; and
 - (iii) possess good communication and interpersonal skills.
- Duties:**
1. To be responsible to the Director, Occupational Safety and Health for the following duties -
 - (i) managing the Specialist Support Services Unit;
 - (ii) planning, supervising and co-ordinating the work of the staff under his direct control;
 - (iii) co-ordinating the activities of the Specialist Support Services Unit with those of other divisions of the Ministry and with other Ministries/Departments, as appropriate;
 - (iv) reviewing and formulating occupational safety and health legislations including regulations, code of practice, guidance notes, standards and guidelines;
 - (v) conducting research and surveys on safety and health issues;

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

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-2-

- (vi) conducting training in specialised themes relating to occupational safety and health;
 - (vii) advising on new projects on occupational safety and health; and
 - (viii) conducting testing, sampling and analysis in relation to occupational safety and health.
2. To perform such cognate duties as may be assigned.



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