

GOVERNMENT OF MAURITIUS

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

- Department:** Office of the President
- Post:** Assistant Maintenance Officer
- Salary:** Rs 12,925 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 28,925 (26 24 56)
- Effective Date:** 12 August 2014
- Qualifications:**
 - A. (i) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or
 - (ii) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. (i) The Ordinary Technician Diploma in Building and Civil Engineering awarded by the City and Guilds of London Institute or
- (ii) The Technician Diploma in Construction or in Construction Industry awarded by the City and Guilds of London Institute or
- (iii) The “Brevet de Technicien” in Civil Engineering or in Building Construction awarded by the Mauritius Institute of Training and Development [formerly awarded by the Lycée Polytechnique Sir Guy Forget].

OR

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

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CERTIFIED CORRECT

Akeensy

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

12 August 2014

Date.....

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C. Candidates should –

- (i) reckon at least one year's experience in building construction/electrical works; and
- (ii) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

Duties:

1. To assist in the supervision of engineering works including works by contractors.
2. To make regular inspection of existing infrastructure and to report to the Maintenance Officer any remedial action that needs to be taken.
3. To assist in the maintenance and upkeep of the grounds, buildings and related infrastructure.
4. To make arrangements for the repairs of plant, furniture and equipment.
5. To guide, supervise and control maintenance staff, including General Workers and gardeners.
6. To assist the Maintenance Officer in the –
 - (a) keeping of a progress book;
 - (b) distribution and supervision of work;
 - (c) preparation of estimates for work to be undertaken;
 - (d) submission of requests for overtime;
 - (e) preparation of requisitions; and
 - (f) receipt and issue of tools.
7. To ensure that safety and precautionary measures relating to water and electricity infrastructure are observed.
8. To use ICT in the performance of his duties.
9. 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 Assistant Maintenance Officer in the roles ascribed to him.



CERTIFIED CORRECT

Akeem Singh

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

12 August 2014

Date.....