

GOVERNMENT OF MAURITIUS

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

- Department:** Office of the President
- Post:** Maintenance Officer
- Salary:** Rs 17,675 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 39,275 (26 39 66)
- Effective Date:** 12 August 2014
- Qualifications:**
 - A. A diploma in Civil Engineering from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
 - B. Candidates should –
 - (i) reckon at least three years’ experience in building construction/ electrical works;
 - (ii) possess organising and supervisory skills;
 - (iii) have the ability to lead and motivate a team of officers; and
 - (iv) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

- Duties:**
 - 1. To be responsible for the –
 - (a) maintenance and repairs of plant, furniture and equipment;
 - (b) maintenance and upkeep of the grounds, buildings and related infrastructure;
 - (c) keeping of a progress book;
 - (d) distribution and supervision of work;
 - (e) preparation of estimates for work to be undertaken;
 - (f) submission of requests for overtime;
 - (g) preparation of requisitions; and
 - (h) receipt and issue of tools.

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CERTIFIED CORRECT

Ateensip

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

12 August 2014

Date.....

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2. To plan, design, execute, supervise and monitor civil engineering works including works by contractors.
3. To guide, supervise and control maintenance staff, including cleaners and gardeners.
4. To assist in feasibility studies and preparation of tender documents.
5. To make regular inspections of existing infrastructure and submit reports thereon.
6. To ensure that safety and precautionary measures relating to water and electricity infrastructure are observed.
7. To use ICT in the performance of his duties.
8. 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 Maintenance Officer in the roles ascribed to him.



CERTIFIED CORRECT

Akeasia

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

12 August 2014

Date.....