

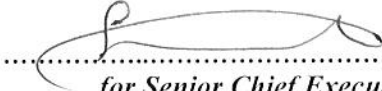
GOVERNMENT OF MAURITIUS

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

- Department:** Printing
- Post:** Production Supervisor (Plate Making/Finishing) (on roster)
- Salary:** Rs 21,425 x 750 – 29,675 x 900 – 31,475 QB 32,375 x 900 – 34,175 x 1,200 – 35,375 (16 46 63)
- Effective Date:** 26 November 2015
- Qualifications:** By promotion, on the basis of experience and merit, of officers who hold a substantive appointment in the grade of Plate Making/Finishing Operator (on roster) and who –
- I. possess –
- (i) the National Trade Certificate (Level 3) in Printing awarded by the Mauritius Institute of Training and Development (MITD) [formerly the Industrial and Vocational Training Board (IVTB)] jointly with the Mauritius Examinations Syndicate
- or
- (ii) the National Trade Certificate (Level 3) in Plate Making and Machine Printing awarded by the Mauritius Institute of Training and Development (MITD) [formerly the Industrial and Vocational Training Board (IVTB)] jointly with the Mauritius Examinations Syndicate
- or
- (iii) the National Trade Certificate (Level 3) in Pre-Press awarded by the Mauritius Institute of Training and Development (MITD) [formerly the Industrial and Vocational Training Board (IVTB)] jointly with the Mauritius Examinations Syndicate
- or
- (iv) the National Certificate (Level 3) in Plate Making and Machine Printing awarded by the Mauritius Institute of Training and Development (MITD)

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

26 November 2015

Date.....



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or

- (v) the National Certificate (Level 3) in Pre-Press awarded by the Mauritius Institute of Training and Development (MITD)

or

- (vi) a Record of Unit Credit (formerly a Record of Achievements) towards the National Trade Certificate (Level 3) in Plate Making/Machine Printing (formerly Graphic Reproduction) or in Pre-Press awarded by the Mauritius Institute of Training and Development (MITD) [formerly the Industrial and Vocational Training Board (IVTB)] jointly with the Mauritius Examinations Syndicate

or

- (vii) the Recognition of Prior Learning Certificate from the Mauritius Qualifications Authority or proof of having successfully completed two components at the National Trade Certificate (Level 3) examination conducted by the Mauritius Institute of Training and Development (MITD) [formerly the Industrial and Vocational Training Board (IVTB)].

OR

An equivalent qualification to any of the above acceptable to the Public Service Commission.

- II. reckon at least two years' experience in the duties of Plate Making/Finishing; and
- III. have good communication and supervisory skills.

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NOTE 1

Plate Making/Finishing Operators (on roster) of the Plate Making/Finishing Section who do not possess any of the above qualifications will also be considered for promotion provided they possess the National Trade Certificate (Level 3) in any field of Printing.

NOTE 2

Production Supervisors (Plate Making/Finishing) (on roster) who either possess any of the qualifications mentioned at I(i) to I(vii) above or under 'NOTE 1' or who have acquired experience of at least 15 years in the field of Plate Making/Finishing will proceed incrementally beyond the Qualification Bar (QB) provided in the salary scale.

**Role and
Responsibilities:**

To head the Section and to ensure the delivery of quality services.

Duties:

1. To be responsible for the smooth running of the Section including the monitoring of discipline among staff.
2. To ensure that the quality and output of work are of the required standard and the works are promptly dealt with.
3. To keep an Order Book for work received, performed and delivered.
4. To distribute work and issue instructions to staff.
5. To make a monthly return of the work performed.
6. To take charge of equipment and materials kept in the Section.
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 Production Supervisor (Plate Making/Finishing) (on roster) in the roles ascribed to him.

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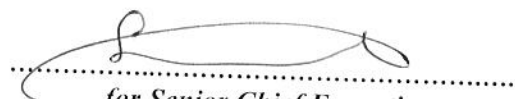
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Note

Production Supervisors (Plate Making/Finishing) (on roster) are required to work on a roster basis.



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