

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

Department: Printing

Post: Production Supervisor (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: A. **Printing Stores Section**

By promotion, on the basis of experience and merit, of officers who hold a substantive appointment in the grade of Assistant Production Supervisor (on roster) in the Printing Stores Section 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 Print Finishing and Book Binding 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 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

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or

- (iv) the National Certificate (Level 3) in Print Finishing awarded by the Mauritius Institute of Training and Development (MITD)

or

- (v) the National Certificate (Level 3) in Plate Making and Machine Printing 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 either Machine Printing or Print Finishing and Book Binding 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

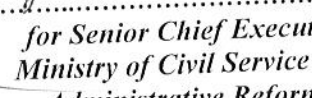
- (vii) the Recognition of Prior Learning Certificate from the Mauritius Qualifications Authority or proof of having successfully completed the trade test for either Machine Minder/Senior Machine Minder (Bindery) (on roster) or Machine Minder/Senior Machine Minder (Pressroom) (on roster) conducted by 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.

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- II. reckon at least two years' experience in the duties of the Printing Stores Section; and
- III. have good communication and supervisory skills.

NOTE 1

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

B. Press Section

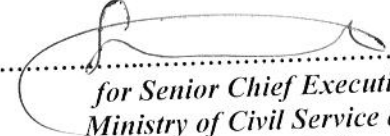
By promotion, on the basis of experience and merit, of officers who hold a substantive appointment in the grade of Assistant Production Supervisor (on roster) in the Press Section and who –

- 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

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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 Certificate (Level 3) in Plate Making and Machine Printing awarded by the Mauritius Institute of Training and Development (MITD)

or

- (iv) a Record of Unit Credit (formerly a Record of Achievements) towards the National Trade Certificate (Level 3) in Machine Printing awarded by the Mauritius Institute of Training and Development (MITD) jointly with the Mauritius Examinations Syndicate

or

- (v) the Recognition of Prior Learning Certificate from the Mauritius Qualifications Authority or proof of having successfully completed the trade test for Machine Minder/Senior Machine Minder (Pressroom) (on roster) conducted by the Mauritius Institute of Training and Development (MITD) [formerly the Industrial and Vocational Training Board (IVTB)]

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

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- II. reckon at least two years' experience in the duties of the Press Section; and
- III. have good communication and supervisory skills.

NOTE 1

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

C. Binding Section

By promotion, on the basis of experience and merit, of officers who hold a substantive appointment in the grade of Assistant Production Supervisor (on roster) in the Binding Section 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

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or

- (ii) the National Trade Certificate (Level 3) in Print Finishing and Book Binding awarded by the Mauritius Institute of Training and Development (MITD) [formerly the Industrial and Vocational Training Board (IVTB)] jointly by the Mauritius Examinations Syndicate

or

- (iii) the National Certificate (Level 3) in Print Finishing awarded by the Mauritius Institute of Training and Development (MITD)

or

- (iv) a Record of Unit Credit (formerly a Record of Achievements) towards the National Trade Certificate (Level 3) in Print Finishing and Book Binding awarded by the Mauritius Institute of Training and Development (MITD) jointly with the Mauritius Examinations Syndicate

or

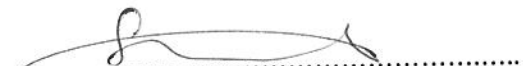
- (v) the Recognition of Prior Learning Certificate from the Mauritius Qualifications Authority or proof of having successfully completed the trade test for Machine Minder/Senior Machine Minder (Bindery) (on roster) conducted by the Mauritius Institute of Training and Development (MITD) [formerly the Industrial and Vocational Training Board (IVTB)]

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- II. reckon at least two years' experience in the duties of the Binding Section; and
- III. have good communication and supervisory skills.

NOTE 1

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

D. **Phototype Setting Section**

By promotion, on the basis of experience and merit, of officers who hold a substantive appointment in the grade of Phototype Setting 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

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or

- (ii) 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

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

or

- (iv) a Record of Unit Credit (formerly a Record of Achievements) towards the National Trade Certificate (Level 3) in either Letter Assembly or 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

- (v) the Recognition of Prior Learning Certificate from the Mauritius Qualifications Authority.

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 the Phototype Setting Section; and
- III. have good communication and supervisory skills.

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NOTE 1

Phototype Setting Operators (on roster) of the Phototype Setting 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 (on roster) of the Phototype Setting Section who either possess any of the qualifications mentioned at D.I(i) to D.I(v) above or under 'NOTE 1' or who have acquired experience of at least 15 years in the field of Phototype Setting will proceed incrementally beyond the Qualification Bar (QB) provided in the salary scale.

E. Reprographic Section

By promotion, on the basis of experience and merit, of officers who hold a substantive appointment in the grade of Reprographic Machine 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) a Record of Unit Credit (formerly a Record of Achievements) towards the National Trade Certificate (Level 3) in letter Assembly awarded by the Mauritius Institute of Training and Development (MITD) [formerly the Industrial and Vocational Training Board (IVTB)] jointly with the Mauritius Examinations Syndicate

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or

- (iii) the Recognition of Prior Learning Certificate from the Mauritius Qualifications Authority

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 in the Reprographic Section; and
- III. have good communication and supervisory skills.

NOTE 1

Reprographic Machine Operators (on roster) of the Reprographic 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 (on roster) of the Reprographic Section who either possess any of the qualifications mentioned at E.I(i) to E.I(iii) above or under 'NOTE 1' or who have acquired experience of at least 15 years in the field of Reprography will proceed incrementally beyond the Qualification Bar (QB) provided in the salary scale.

Role and Responsibilities: To head the Section under his responsibility 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.

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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 (on roster) in the roles ascribed to him.

For the Printing (Stores) Section –

1. To be responsible for –
 - (i) the smooth running of the Section including the monitoring of discipline among staff;
 - (ii) the distribution of Store Forms to appropriate sections; and
 - (iii) the delivery of all printing works to the customers.
2. To keep an Order Book for work received, performed and delivered.
3. To submit monthly return of the work received, performed and delivered to Management.
4. To control the attendance register for the technical staff and keep an up-to-date record of leave taken by them.
5. To use ICT in the performance of his duties.

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6. To perform such other duties directly related to the main duties listed above or related to the delivery of output and results expected from the Production Supervisor (on roster) in the roles ascribed to him.

Note

Production Supervisors (on roster) are required to work on a roster basis.



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