

GOVERNMENT OF MAURITIUS

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

- Organisation:** Rodrigues Regional Assembly (Human Resource Development Centre)
- Post:** Binding Supervisor
- Salary:** Rs 16,175 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 31,475 (16 35 59)
- Effective Date:** 26 August 2015
- Qualifications:** By selection from among officers in the grade of Machine Minder (Bindery) (Rodrigues) who reckon at least four years' service in a substantive capacity in the grade and have good communication and supervisory skills.
- Duties:**
1. To be responsible to the Head, Human Resource Development Centre, through the Co-ordinator, Human Resource Development Centre for performing the following duties –
 - (i) to be responsible for the proper running of the section including the monitoring of discipline among staff;
 - (ii) to supervise, control and co-ordinate the work of the subordinate staff in the Reprographic Section;
 - (iii) to ensure that the quality and output of work are of the required standard and the works are promptly dealt with;
 - (iv) to distribute work and issue instructions to Machine Minders (Bindery) (Rodrigues);
 - (v) to be in charge of materials and equipment kept in the Reprographic Section;
 - (vi) to be responsible for delivery of materials after binding;
 - (vii) to provide basic training to Machine Minders (Bindery) (Rodrigues) in the section as and when necessary;
 - (viii) to keep an Order Book for work performed and delivered; and
 - (ix) to make a monthly return of the work performed and delivered.

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CERTIFIED CORRECT



for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

26 August 2015

Date.....

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2. To use ICT in the performance of his duties.
3. 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 Binding Supervisor in the roles ascribed to him.



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*for Senior Chief Executive
Ministry of Civil Service and
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26 August 2015

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