

GOVERNMENT OF MAURITIUS

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

- Organisation:** Rodrigues Regional Assembly (Public Infrastructure)
- Post:** Assistant Inspector of Works
- 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:** 25 January 2016
- Qualifications:** A. By appointment of Trainee Assistant Inspectors of Works who have successfully completed their training.

OR

- B. By selection from among candidates who possess –
 - (i) A Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate or Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate at the General Certificate of Education “Ordinary Level” or an equivalent qualification acceptable to the Public Service Commission.

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.

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- (ii) The Ordinary Technician Diploma in Building and Civil Engineering awarded by the City and Guilds of London Institute or The Technician Diploma in Construction or in Construction Industry awarded by the City and Guilds of London Institute or The "Brevet de Technicien" in Building Construction (Bâtiment) awarded jointly by the Mauritius Examinations Syndicate and the Lycée Polytechnique Sir Guy Forget.

OR

Equivalent qualifications to B(i) and (ii) above acceptable to the Public Service Commission.

- (iii) Candidates should be computer literate.

NOTE

In the absence of candidates possessing the qualifications at B(ii) above, consideration will be given to candidates possessing the Technician Certificate in Construction or the Technician Certificate Part I in Construction awarded by the City and Guilds of London Institute or an equivalent qualification acceptable to the Public Service Commission.

Candidates should produce written evidence of knowledge claimed.

Duties:

1. To be responsible for –
 - (a) the roll call of manual workers under his supervision;
 - (b) the keeping of up-to-date registers giving particulars of full name, home address, date of birth, qualifications, date of appointment as well as records of leave for all manual workers under his supervision;
 - (c) the keeping of time books and progress books;

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- (d) the distribution of work and supervision of workers on sites of work;
 - (e) the preparation of simple estimates, bills, paysheets and monthly returns;
 - (f) the preparation of requisitions, the physical custody of stores, the receipt and issue of materials, tools/equipment on sites of work and the keeping of appropriate records;
 - (g) reporting to the Inspector of Works on all matters pertaining to maintenance/repair works;
 - (h) taking such measures as may be necessary for the safety of workers and the public on sites of work;
 - (i) the organisation of transport for workers and materials to sites of work; and
 - (j) the maintenance, including refueling, of vehicles and plants under his supervision.
2. To process applications for leave in respect of workers under his supervision and refer them for approval.
 3. To assist in the estimating the quantity of materials in an operation and their procurement.
 4. To ensure the availability of materials and their effective use as well as the keeping of proper records on the stock of materials.
 5. To assist in surveys in connection with maintenance/ repair works.
 6. To assist Inspectors of Works in the discharge of their duties including the supervision of work allocated to private contractors.

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7. To take charge of the site from the Security Guard/Security Officer in the morning and hand over same in the afternoon before leaving the site.
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 Inspector of Works in the roles ascribed to him.



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