

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

- Organisation:** Rodrigues Regional Assembly (Public Infrastructure)
- Post:** Inspector of Works
- Salary:** Rs 16,000 x 600 – 23,200 x 800 – 24,800 (26 39 53)
- Effective Date:** 29 November 2011
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Assistant Inspector of Works who reckon at least three years' service in a substantive capacity in the grade and who –
- (i) have an overall knowledge and working experience of civil and building engineering works;
 - (ii) possess organising and supervisory skills; and
 - (iii) have general knowledge of the financial, stores and establishment procedures.
- Duties:**
- 1. To be responsible for –
 - (a) the execution and supervision of civil engineering works including minor works carried out by private contractors and maintenance of public buildings;
 - (b) the control and general supervision of subordinate staff and workers on sites of work;
 - (c) the control of attendance register, time and progress books where necessary;
 - (d) the preparation of estimates, bills, paysheets and monthly returns;
 - (e) the receipt, issue and control of materials and tools on site;
 - (f) the control/verification of site record books; and
 - (g) the drafting and submission of progress and completion reports of projects.
 - 2. To ensure that routine site maintenance is carried out on transport plant and equipment.

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CERTIFIED CORRECT


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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*
29 NOV 2011
Date.....



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3. To report to the Senior Inspector of Works and the Chief Inspector of Works on progress of works.
4. To use ICT in the performance of his duties.
5. 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 Inspector of Works in the roles ascribed to him.



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