

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

Organisation: Rodrigues Regional Assembly (Public Infrastructure)
Post: Supervisor of Cemeteries
Salary: Rs 11,675 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 –
20,675 x 750 – 29,675 (18 19 57)
Effective Date: 30 June 2014

Qualifications: A. A Cambridge School Certificate or Passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should be computer literate.

Candidates should produce written evidence of knowledge claimed.

Duties:

1. To be responsible for the -
 - (a) administrative charge of Government cemeteries and to oversee the administration of private cemeteries in connection with the enforcement of regulations;
 - (b) upkeep of cemetery grounds; and
 - (c) keeping of registers in connection with the allocation of tombs, and the collection of grave rent.
2. To supervise Burial Ground Attendants (Rodrigues) (on roster) engaged in the digging, reopening and enclosing of graves.
3. To use ICT in the performance of his duties.
4. 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 Supervisor of Cemeteries in the roles ascribed to him.

Note
Supervisors of Cemeteries will be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.



CERTIFIED CORRECT

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*
30 June 2014
Date.....