

GOVERNMENT OF MAURITIUS

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

Ministry: Environment, Solid Waste Management and Climate Change (Solid Waste Management Division)

Post: Leading Hand/Senior Leading Hand (Ex-Supervisor, Tourism Authority)

Salary: Rs 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 27,075 (24 027 056) (Personal)

Effective Date: 02 February 2021

Qualifications: By appointment of the Supervisor employed on contract at the Tourism Authority who has been redeployed to the Ministry of Environment, Solid Waste Management and Climate Change (Solid Waste Management Division).

- Duties:**
1. To be responsible for the proper execution and supervision of work on sites of work.
 2. To organise and distribute work among employees under his supervision and maintain discipline among them.
 3. To exercise site supervision and ensure that the work is properly performed.
 4. To keep –
 - (i) record of the daily attendance of employees and the work done by them and prepare daily reports;
 - (ii) an inventory of the tools and materials issued to him or to the employees and to arrange for the safe keeping of the tools and unused materials on the sites of work; and
 - (iii) progress books of work carried out.
 5. To enquire in any case of misconduct or insubordination and to report to the immediate supervisor.
 6. To report grievances of employees to the immediate supervisor.
 7. To forward to the immediate supervisor applications for leave received from employees under his supervision.

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CERTIFIED CORRECT

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S. Chundunsing (Mrs)
for Secretary for Public Service

02 February 2021

Date.....



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8. To ensure that all measures regarding safety of employees and the public are adequately taken.
9. To control and monitor attendance register.
10. 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 Leading Hand/Senior Leading Hand (Ex-Supervisor, Tourism Authority) in the roles ascribed to him.

CERTIFIED CORRECT

S. Chundung

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S. Chundung (Mrs)
for Secretary for Public Service

02 February 2021

Date.....

