

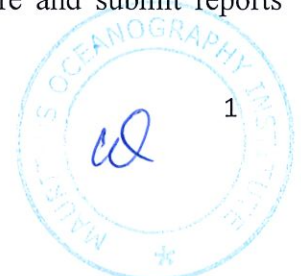
SCHEME OF SERVICE

- Organisation:** Mauritius Oceanography Institute
- Post:** Plant and Maintenance Officer (New Grade)
- Salary:** Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825
- 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 – 47675 (MOI 15)
- Effective date:** 03 September 2021
- Qualifications:**
- A. A diploma in Civil Engineering from a recognized institution or an equivalent qualification acceptable to the Board.
- B. Candidates should –
- (i) possess good organizing, supervisory and communication skills;
 - (ii) have the ability to lead and motivate a team of employees; and
 - (iii) be computer literate.

Candidates should produce written evidence of knowledge claimed.

Duties

1. To plan, design, execute, supervise and monitor civil engineering works including works by contractors.
2. To be responsible for the –
 - (a) maintenance and repairs of plant, furniture and equipment;
 - (b) distribution and supervision of work;
 - (c) maintenance and upkeep of grounds, buildings and related infrastructure.
 - (d) keeping of a progress book and servicing records
 - (e) preparation of estimates for work to be undertaken;
 - (f) preparation of requisitions; and
 - (g) receipt and issue of tools.
3. To guide, supervise and control maintenance staff, including cleaners and gardeners.
4. To assist in feasibility studies and preparation of bids document related to this job
5. To make regular inspections of existing infrastructure and submit reports thereon.



6. To ensure servicing are done on a regular basis.
7. To ensure that safety and precautionary measures relating to water and electricity infrastructure are observed.
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 Plant and Maintenance Officer in the roles ascribed to him.



CERTIFIED CORRECT

A handwritten signature in blue ink, appearing to read "Aive", written over a horizontal dotted line.

*Officer-in-Charge
Mauritius Oceanography Institute*