

Organisation: Sir Seewoosagur Ramgoolam Botanic Garden Trust

Post: Field Supervisor

Salary: Rs 16,785 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 (SSRBGT 8)

Qualifications: By selection from among employees on the permanent and pensionable establishment of the Sir Seewoosagur Ramgoolam Botanic Garden Trust who reckon at least five years' service and who –

- (i) reckon at least five years' service;
- (ii) possess the Certificate of Primary Education or the Primary School Achievement Certificate;
- (iii) have the ability to supervise employees and maintain discipline among them;
- (iv) have practical knowledge of the various operations carried out by the Sir Seewoosagur Ramgoolam Botanic Garden Trust; and
- (v) have the ability to recognise and identify local trees, shrubs, weeds and trees.

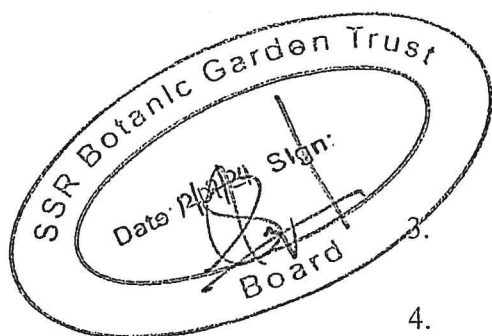
NOTE

In the absence of qualified employees on the permanent and pensionable establishment of the Sir Seewoosagur Ramgoolam Botanic Garden Trust possessing the qualification at (ii) above, consideration will be given to candidates who show proof of being literate.

Candidates should produce written evidence of knowledge claimed.

Duties:

1. To distribute work among the workers under his supervision and maintain discipline among them.
2. To ensure that –
 - (i) the work is carried out according to norms and standards and safety measures are observed at the site of work;
 - (ii) all workers under his supervision are provided with personal protective clothing and equipment and use them, as and when required; and
 - (iii) tools and equipment issued to workers are judiciously used and simple maintenance/cleaning of tools are carried out.
3. To assist the Technical Assistant/Senior Technical Assistant in the performance of his duties.
4. To receive and control plants and materials delivered on sites of work.
5. To keep an inventory of the tools and materials issued to the workers under his supervision and to arrange for the safekeeping of the unused materials on sites of work.



6. To record attendance of workers under his supervision in time books and report all unauthorised absences.
7. To forward to his immediate supervisor applications for leave received from workers under his supervision.
8. To report to his immediate supervisor any misconduct or insubordination and any grievances of the workers under his supervision.
9. To keep record of labour distribution.
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 Field Supervisor in the roles ascribed to him.

