

## SCHEME OF SERVICE

- Organisation: Mauritius Standards Bureau
- Post: Manager
- Salary: Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 77950(MSB 23)
- Qualifications: By selection from among officers in the grade of Assistant Technical Manager in the relevant unit reckoning at least two years' service in a substantive capacity in the grade and in the relevant field.

### NOTE 1

In the absence of qualified Assistant Technical Managers, by selection from among officers in the grade of Quality Officer in the relevant unit and who:

- (a) hold a post 'A' level degree in the relevant field; and
- (b) reckon at least five years' post qualification experience in a substantive capacity in the grade.

### NOTE 2

For the first intake, in the absence of qualified Quality Officers, by selection from among candidates who possess:

- A. a Cambridge Higher School Certificate with passes at Principal Level in at least two subjects including Mathematics and Chemistry or Physics or Passes in at least two subjects including Mathematics and Chemistry or Physics at the General Certificate of Education 'Advanced Level'; and
- B. a degree from a recognised institution in one of the following subjects as relevant or in a relevant field:

#### I. For the Chemical Unit

- (a) Chemistry
- (b) Textile Technology
- (c) Food Science or Food Technology
- (d) Microbiology
- (e) Agri- Science and Technology
- (f) Crop Science and Production
- (g) Chemical Engineering

- (h) Chemical and Environmental Engineering
- (i) Chemical and Renewable Energy Engineering
- (j) Food and Agriculture Bio-Technology

## **II. For the Engineering Unit**

- (a) Materials Science and Engineering
- (b) Mechanical Engineering
- (c) Electrical/Electronic Engineering
- (d) Civil Engineering
- (e) Production/Industrial Engineering
- (f) Metallurgy
- (g) Mechatronics

## **III. For the Metrology Unit**

- (a) Physics
- (b) Materials Science and Engineering
- (c) Mechanical Engineering
- (d) Electrical/Electronic Engineering
- (e) Mechatronics

## **IV. For the Standards Development Unit**

- (a) Information and Communication Technology
- (b) Civil Engineering
- (c) Chemical and Environmental Engineering
- (d) Chemical and Renewable Energy Engineering
- (e) Food Science or Technology
- (f) Metallurgy
- (g) Electrical/Electronic Engineering
- (h) Mechatronics

## **V. For the Quality Assurance Unit**

- (a) Civil Engineering
- (b) Mechatronics
- (c) Chemical/Environmental Engineering
- (d) Food Science or Technology
- (e) Chemical and Renewable Energy Engineering
- (f) Information and Communication Technology
- (g) Quality Assurance
- (h) Electrical/Electronic Engineering

OR

Equivalent qualifications to A and B above acceptable to the Standards Council.

C. Candidates should reckon at least five years' post-qualification experience in one of the following fields-

- (i) Standardisation
- (ii) Quality Assurance
- (iii) Laboratory Services
- (iv) Metrology Services
- (v) Engineering Services
- (vi) Manufacturing Services
- (vii) Applied Research

Note

Qualification at A under 'NOTE 2' above should have been obtained prior to qualification at B under 'NOTE 2' above. However, candidates who, as at 30 June 2003, did not possess the qualification at A under 'NOTE 2' above will also be considered provided they hold –

- (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 Board; and
- (b) a Master's Degree or postgraduate diploma from a recognised institution in one of the subjects at B under 'NOTE 2' above or an equivalent qualification acceptable to the Standards Council.

Qualification at (a) under 'Note' should have been obtained prior to qualification at B under 'NOTE 2' above and (b) under 'Note'.

Candidates should produce written evidence of experience claimed.

Role and Responsibilities

To be responsible for the effective and efficient running of one or more laboratories/activities in the Unit whilst ensuring that the goals, objective and targeted revenue of their laboratories/activities are attained.

Duties:

I. A. For the Chemical Unit

- (i) To be responsible for the overall management of one or more Laboratories in the Unit.
- (ii) To plan and develop the Laboratories including the commissioning and installation of laboratory equipment and its maintenance.

- (iii) To introduce and implement revenue raising schemes in relation to laboratory services.
- (iv) To promote standards application in industries.
- (v) To identify, develop, appraise and introduce new tests methods/techniques.
- (vi) To interpret and evaluate results of tests carried out in the laboratory according to applicable codes, standards and specifications and issue appropriate reports.
- (vii) To make site visits and provide technical assistance to industries, Ministries and parastatal organizations.
- (viii) To bring the laboratory to a level of readiness for accreditation to internationally recognized standards and maintain and improve the accreditation status.
- (ix) To advise on staff training needs, and provide on-the-job training to staff in the laboratory.
- (x) To ensure strict compliance with health and safety regulations in laboratories.
- (xi) To provide technical expertise for the formulation of standards.
- (xii) To carry out assessments and relevant audits of firms under the Certification Schemes operated by the Bureau, as and when required.
- (xiii) To carry out internal audits of the certification schemes operated by the Bureau.
- (xiv) To conduct training sessions on matters relating to his/her area of responsibility.
- (xv) To attend meetings/ committees in relation to his/her area of specificity and to represent the Bureau at meetings with external bodies, as and when required.
- (xvi) To carry out technical investigations relating to conformity to standards and specifications.
- (xvii) To assist the Head of Unit in the discharge of his/her duties.
- (xviii) To use ICT in the performance of his/her duties.

- (xix) 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 Manager in the roles ascribed to him/her.

**B. For the Engineering Unit**

- (i) To be responsible for the overall management of one or more Laboratories in the Unit.
- (ii) To plan and develop the Laboratories including the commissioning and installation of laboratory equipment and its maintenance
- (iii) To introduce and implement revenue raising schemes in relation to laboratory services.
- (iv) To promote standards application in industries
- (v) To identify, develop, appraise and introduce new tests methods/techniques.
- (vi) To interpret and evaluate results of tests carried out in the laboratory according to applicable codes, standards and specifications and issue appropriate reports
- (vii) To make site visits and provide technical assistance to industries, Ministries and parastatal organizations
- (viii) To bring the laboratory to a level of readiness for accreditation to internationally recognized standards and maintain and improve the accreditation status.
- (ix) To advise on staff training needs, and provide on-the-job training to staff in the laboratory.
- (x) To ensure strict compliance with health and safety regulations in laboratories.
- (xi) To provide technical expertise for the formulation of standards.
- (xii) To carry out assessments and relevant audits of firms under the Certification Schemes operated by the Bureau, as and when required.
- (xiii) To carry out internal audits of the certification schemes operated by the Bureau.

- (xiv) To conduct training sessions on matters relating to his/her area of responsibility.
- (xv) To attend meetings/ committees in relation to his/her area of specificity and to represent the Bureau at meetings with external bodies, as and when required.
- (xvi) To assist the Head of Unit in the discharge of his/her duties.
- (xvii) To use ICT in the performance of his/her duties.
- (xviii) 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 Manager in the roles ascribed to him/her.

C. For the Metrology Unit

- (i) To be responsible for the overall management of the Metrology Laboratories
- (ii) To develop and establish procedures for the calibration of measurement standards and measuring instruments.
- (iii) To maintain national and secondary standards of physical quantities.
- (iv) To perform calibration/verification of measurement standards and instruments at MSB in situ and issue appropriate reports.
- (v) To perform technical investigations and provide guidance and consultancy services to industries and Ministries on metrology.
- (vi) To promote metrology applications.
- (vii) To undertake applied research to promote technological advance in industry.
- (viii) To bring the laboratory to a level of readiness for accreditation to internationally recognized standards, maintain and improve the accreditation status.

- (ix) To monitor the installation and commissioning of equipment and be responsible for the maintenance of equipment.
- (x) To provide technical expertise for the formulation of standards.
- (xi) To carry out assessments and relevant audits of firms under the certifications schemes operated by the Bureau as and when required.
- (xii) To carry out internal audits of the certification schemes operated by the Bureau.
- (xiii) To conduct training sessions on matters relating to his/her areas of responsibility.
- (xiv) To attend meetings/committees, in relation to his/her areas of specificity and to represent the Bureau at meetings with external bodies as and when required.
- (xv) To advise on staff training needs and provide on the job training to the staff in the laboratory.
- (xvi) To ensure strict compliance with health and safety regulations in laboratories.
- (xvii) To assist the Head of Unit in the discharge of his/her duties.
- (xviii) To use ICT in the performance of his/her duties.
- (xix) 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 Manager in the roles ascribed to him/her.

**D. For the Standards Development Unit**

- (i) To be responsible for the management of Standards Development.
- (ii) To be responsible for the preparation, editing, review and publication of Mauritian standards.
- (iii) To promote and encourage standardization in industry and trade.
- (iv) To carry out surveys to determine the needs for standardization and submit reports accordingly.

- (v) To identify and make recommendations for the development of new Mauritian standards.
- (vi) To prepare draft Mauritian Standards, submit them to the technical committees and attend the Committees to provide guidance as regards the principles and procedures adopted by the Bureau.
- (vii) To ensure that arrangements are made for the declaration by public notice of draft Mauritian standards, the declaration of a document as a Mauritian standard and any amendment, revision or withdrawal thereto.
- (viii) To process comments and representations made on draft standards and report accordingly to the appropriate committee.
- (ix) To conduct studies on the implementation of standards in Mauritius.
- (x) To conduct training sessions on standardization.
- (xi) To carry out assessments and relevant audits of firms under the Certification Schemes operated by the Bureau, as and when required.
- (xii) To carry out internal audits of the certification schemes operated by the Bureau.
- (xiii) To attend meetings/ committees in relation to his area of specificity and to represent the Bureau at meetings with external bodies, as and when required.
- (xvi) To carry out technical investigations relating to conformity to standards and specifications.
- (xvii) To assist the Head of Unit in the discharge of his/her duties.
- (xviii) To use ICT in the performance of his/her duties.
- (xiv) 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 Manager in the roles ascribed to him/her.



E. For the Quality Assurance Unit

- (i) To be responsible for the management of a section of the certification and training unit.
- (ii) To investigate applications for licenses to use the MSB certification mark, assess the adequacy of quality plans and submit reports accordingly.
- (iii) To carry out technical investigation relating to conformity to standards and specifications.
- (iv) To investigate applications for certificates of registration for management systems, submit quotations, assess management systems and submit report accordingly.
- (v) To carry out assessments of registered firms under the Management System Certification Schemes.
- (vi) To carry out internal audits of the certification schemes operated by the Bureau.
- (vii) To monitor the performance of registered firms and organizations and submit reports accordingly.
- (viii) To carry out awareness sessions and promote quality assurance and quality management in industries, Ministries and organizations.
- (ix) To process appeals regarding the grant of a licence or a certificate of registration and submit reports accordingly.
- (x) To provide technical expertise for the formulation of standards.
- (xi) To carry out internal audit of the quality system in the laboratories of the Bureau.
- (xii) To be responsible for the proper operation and the day-to-day management of the training section of the Bureau.
- (xiii) To develop training materials and to conduct training sessions on Management Systems and quality related subjects for participants in the public and private sectors.

- (xiv) To attend meetings committees in relation to his/her area of specificity and to represent the Bureau at meetings with external bodies, as and when required.
- (xvii) To assist the Head of Unit in the discharge of his/her duties.
- (xviii) To use ICT in the performance of his/her duties.
- (xiv) 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 Manager in the roles ascribed to him/her.

*Approved by Standards Council on 27 August 2014*