GOVERNMENT OF MAURITIUS

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

Ministry: Labour, Industrial Relations, Employment and Training

Post: Deputy Director, Labour and Industrial Relations

Salary: Rs 46,900 x 1,525 – 49,950 x 1,625 – 62,950 x 1,850 – 68,500 x 1,950 – 72,400
(18 075 090)

Effective Date: 13 July 2017

Qualifications: By selection from among officers in the grade of Assistant Director, Labour and
Industrial Relations who reckon at least two years’ service in a substantive capacity
in the grade and who –

(i) possess good leadership, organising and administrative skills;
(ii) possess good interpersonal and communication skills;
(iii) have a high sense of initiative and are proactive; and
(iv) have a sound knowledge of the provisions of the Employment Rights Act,
Employment Relations Act and any other labour and industrial relations
legislation.

Role and Responsibilities: To assist the Director, Labour and Industrial Relations in the administration of the
Labour and Industrial Relations Division and the effective delivery of its technical
and professional services within the respective framework.

Duties: 1. To be responsible to the Director, Labour and Industrial Relations and assist
him in –

(a) the management of the Labour and Industrial Relations Division,
including the provision of industrial psychological services;
(b) the coordination of work of officers of the Labour and Industrial
Relations Cadre;
(c) the implementation of policies and enforcement of legislation relating
to labour and industrial relations;
(d) the timely execution of labour and industrial relations policies; and
(e) the continuous upgrading of the services provided by the Division.

2. To deputise for the Director, Labour and Industrial Relations, as and when
required.

CERTIFIED CORRECT

[Signature]

Date

13 July 2017
3. To train and guide officers of the Labour and Industrial Relations Division for enhancement of the operational efficiency and effectiveness.

4. To advise on labour legislation, standards and administration as well as on the formulation and development of national labour and industrial relations policies.

5. To design and organise appropriate training and development programmes for officers of the Labour and Industrial Relations Division.

6. To liaise with the Employment Relations Tribunal, the National Remuneration Board, the Commission for Conciliation and Mediation and other institutions, as may be directed.

7. To ensure proper staffing and deployment of officers of the Labour and Industrial Relations Cadre in the different units, after consultation with the Director, Labour and Industrial Relations.

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 Deputy Director, Labour and Industrial Relations in the roles ascribed to him.