GOVERNMENT OF MAURITIUS

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

Ministry: Labour, Industrial Relations, Employment and Training
Post: Employment Officer
Salary: Rs 13,175 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 –
20,675 x 750 – 29,675 x 900 – 30,575 (18 25 58)
Effective Date: 26 February 2015
Qualifications: By selection from among serving officers who possess a Cambridge Higher School
Certificate or passes in at least two subjects obtained on one certificate at the General
Certificate of Education “Advanced Level” or an equivalent qualification acceptable to
the Public Service Commission.

NOTE 1

In the absence of qualified serving officers, by selection from among candidates who –
(i) possess a Cambridge Higher School Certificate or passes in at least two subjects
obtained on one certificate at the General Certificate of Education “Advanced
Level” or an equivalent qualification acceptable to the Public Service
Commission; and
(ii) are computer literate.

Candidates should produce written evidence of knowledge claimed.

NOTE 2

Selected candidates will be appointed in a temporary capacity in the first instance and
will be required to undergo theoretical and on-the-job training in all aspects of the work
of an Employment Officer for a period of at least six months. On satisfactory
completion of the training and on being favourably reported upon, they will be
considered for appointment as Employment Officer in a substantive capacity.

CERTIFIED CORRECT

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms
26 February 2015
Date.................................
GOVERNMENT OF MAURITIUS

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-2-

Duties:

1. To register and interview jobseekers in accordance with established procedures
   and techniques.

2. To match applicants with vacancies notified to satisfy needs/demands of both
   employers and registered jobseekers.

3. To assist implementation agencies in the processing of overseas vacancies.

4. To collect and process labour market information obtained through industrial
   visits or by any other means.

5. To establish and maintain regular contacts with employers and registered
   training institutions.

6. To operate computer equipment for data entry, processing and retrieval of
   records.

7. To perform job analysis exercises and assist in the preparation of job
   descriptions in connection with the National Dictionary of Occupations.

8. To provide labour market information and guidance to jobseekers.

9. To carry out inspections relating to work permits and recruitment licences.

10. To assist the Senior Employment Officer in the performance of his duties.

11. To use ICT in the performance of his duties.

12. 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 Employment
    Officer in the roles ascribed to him.

CERTIFIED CORRECT

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

26 February 2015
Date..................................................