GOVERNMENT OF MAURITIUS

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

Ministry: Labour, Industrial Relations and Employment
Post: Labour and Industrial Relations Officer
Salary: Rs 14,275 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 –
29,675 x 900 – 32,375 QB 33,275 x 900 – 34,175 x 1,200 – 35,375 (18 29 63)
Effective Date: 27 June 2014
Qualifications: By selection from among serving officers who hold a substantive appointment and
who possess a diploma in Human Resource Management from a recognised
institution or an equivalent qualification acceptable to the Public Service
Commission.

NOTE 1
Selected candidates will be appointed in a temporary capacity in the first instance and
will be required to undergo on-the-job training in all aspects of labour administration
and industrial relations for a period of at least six months. After satisfactory
completion of the six-month on-the-job training and on being favorably reported
upon, they will be considered for appointment as Labour and Industrial Relations
Officer in a substantive capacity.

NOTE 2
Labour and Industrial Relations Officers who possess the Diploma in Human
Resource Management from a recognised institution or an equivalent qualification
acceptable to the Public Service Commission will be allowed to progress beyond
the Qualification Bar (QB) in the salary scale of the post.

Duties:
1. To inspect places of employment so as to secure compliance with statutory
orders and other provisions of Labour legislation.
2. To assist workers and employers by tendering advice and information
regarding the provisions of Labour legislation in general.
3. To deal with labour complaints, including workfare programme cases, and
to carry out appropriate investigations.
4. To deal with, and to promote the settlement of disputes not yet reported to
the President of the Commission for Conciliation and Mediation.

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

27 June 2014
Date..............................................................
5. To assist in the collection and keeping of statistical information.

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

7. 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 Labour and Industrial Relations Officer in the roles ascribed to him.