

GOVERNMENT OF MAURITIUS

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

- Ministry:** Education and Human Resources
- Post:** Principal Careers Officer (to be restyled Principal Careers Counsellor)
- Salary:** Rs 44,100 x 1,500 – 57,600 x 1,800 – 61,200 (18 64 75)
- Effective Date:** 26 February 2013
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Senior Careers Officer (to be restyled Senior Careers Counsellor) who -
  - (i) reckon at least two years' service in a substantive capacity in the grade ;
  - (ii) have managerial capabilities and the ability to motivate a team of officers; and
  - (iii) show a high level of interpersonal skills.
- Role and Responsibilities :** To ensure the provision of timely advice and support to the student population and the emerging workforce to help them make the right choice about their career.
- Duties:**
  1. To advise on policy matters relating to Careers Guidance in general and to ensure implementation of approved policies.
  2. To be responsible for the day-to-day administration and management of the Careers Guidance Service.
  3. To initiate and co-ordinate any research made in connection with the labour market.
  4. To develop and maintain links with Ministries/ Departments/Organisations and other stakeholders on all aspects of employment opportunities and training.
  5. To advise on training needs for the staff of the Careers Guidance Service and devise in-service training courses and seminars.
  6. To identify and create policy change to support new programmes in line with new market demands.

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CERTIFIED CORRECT

*Alec...*

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*for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms*

26 February 2013

Date.....

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-2-

7. To monitor/assist in the conduct of counselling sessions in secondary schools on different career path structures.
8. To ensure collaborative arrangements with relevant organisations locally and overseas.
9. To ensure the implementation of the Performance Management System in the Careers Guidance Service.
10. To use ICT in the performance of his duties.
11. 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 Principal Careers Officer (to be restyled Principal Careers Counsellor) in the roles ascribed to him.



**CERTIFIED CORRECT**

*Akeasinghe*

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*for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms*

26 February 2013

Date.....