

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

Ministry: Industrial Development, SMEs and Co-operatives (Industrial Development Division)

Post: Accreditation Officer

Salary: Rs 28,225 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 62,700 (19 059 088)

Effective Date: 24 February 2022

Qualifications: A. A degree from a recognised institution in one of the following subjects –
Chemistry
Microbiology
Biomedical Sciences
Mechanical Engineering
Fashion Technology

OR

An equivalent qualification acceptable to the Public Service Commission.

- B. Candidates should –
- (i) be proactive and be able to work in a team; and
 - (ii) be computer literate.

Candidates should produce written evidence of knowledge claimed.

Role and Responsibilities: To be responsible to the Accreditation Manager for ensuring that applicants and accredited conformity assessment bodies comply with the requirements of the Mauritius Accreditation Service (MAURITAS).

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CERTIFIED CORRECT

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S. Chundusing
S. Chundusing (Mrs)
for Supervising Officer
Ministry of Public Service, Administrative
and Institutional Reforms
24 February 2022
Date.....

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Duties:

1. To process applications for accreditation, carry out document reviews, prepare assessment plans and associated documentation.
2. To follow up with conformity assessment bodies on matters pertaining to accreditation and its maintenance.
3. To follow up with team leaders/assessors and technical experts for briefing sessions, conduct of assessments and review of corrective actions.
4. To carry out assessment visits and to act as team leader or assessor during assessment exercises and prepare reports.
5. To ensure that accredited conformity assessment bodies comply with the requirements of MAURITAS.
6. To produce and keep up-to-date a directory of accredited conformity assessment bodies.
7. To prepare articles, briefs and other promotional materials on MAURITAS.
8. To maintain and update the website and the Management Information System of MAURITAS.
9. To assist Assistant Accreditation Managers in the organisation of training courses and in the implementation of the Management System for MAURITAS.
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 Accreditation Officer in the roles ascribed to him.



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