

GOVERNMENT OF MAURITIUS

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

Ministry: Labour, Industrial Relations, Employment and Training
Post: Chief Employment Officer
Salary: Rs 27,425 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 43,775 (18 54 69)

Effective Date: 15 September 2015

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Senior Employment Officer who reckon at least four years' service in a substantive capacity in the grade and who possess –

- (a) a diploma in Human Resource Management or a diploma in Management with specialisation in the field of Human Resource Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
- (b) good organising, analytical and supervisory skills; and
- (c) good communication and interpersonal skills.

Role and Responsibilities: To ensure the effective management of the Employment Information Centres and assist in the planning, formulation and implementation of policies and strategies on the labour market and employment.

- Duties:**
1. To supervise and co-ordinate the activities of Employment Information Centres.
 2. To enforce all legislation relating to employment and assist in the conduct of judicial proceedings in cases of non-compliance.
 3. To ensure that policies and instructions are properly implemented according to established procedures.
 4. To assist –
 - (i) in organising and running of training programmes for the staff of the Employment Service;
 - (ii) implementation agencies in the processing of overseas vacancies; and

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

15 September 2015

Date.....

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-2-

- (iii) in the redeployment of laid-off employees and in the co-ordination and organisation of activities related thereto.
5. To prepare and update, as and when necessary, the National Classification of Occupations.
 6. To carry out inspections, whenever required, in relation to employment of non-citizens.
 7. To monitor the operation of private recruiting agencies and to enforce provisions of relevant legislation relating to such matters.
 8. To organise and supervise activities relating to counselling on employment matters.
 9. To represent the Ministry on boards and committees, as and when required.
 10. To be responsible for the regular collection, processing, analysis, publication and dissemination of data on the labour market.
 11. To supervise all activities and procedures relating to the processing of local and overseas vacancies.
 12. To be responsible for all job analysis exercises, preparation of job descriptions and compilation of the National Directory of Occupations.
 13. To use ICT in the performance of his duties.
 14. 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 Chief Employment Officer in the roles ascribed to him.



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S. Meera

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

15 September 2015

Date.....