

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

- Ministry:** Labour, Human Resource Development and Training
- Post:** Deputy Director, National Employment Department
- Salary:** Rs 40,300 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 66,200 QB 68,000 x 1,800 – 69,800 (18 073 092)
- Effective Date:** 22 October 2021
- Qualifications:** By selection from among officers in the grade of Chief Employment Coordinator who reckon at least three years' service in a substantive capacity in the grade or an aggregate of at least three years' service in a substantive capacity in the grade of Chief Employment Coordinator and the former grade of Chief Employment Officer and who –
- (i) possess good managerial and leadership skills; and
 - (ii) are proactive and have the ability to meet tight deadlines.

NOTE 1

For the first intake, by appointment of an officer who holds a substantive appointment in the grade of Deputy Director, Employment Service on the establishment of the Ministry of Labour, Human Resource Development and Training who is serving the Human Resource Development and Training Division of the Ministry.

NOTE 2

Deputy Directors, National Employment Department who possess a degree in Human Resource Management or Public Administration or Management or Counselling or Psychology or Economics or Statistics or Marketing from a recognised institution or an equivalent qualification acceptable to the Public Service Commission will be allowed to progress beyond the Qualification Bar (QB) provided in the salary scale for the post.

- Role and Responsibilities:** To assist the Director, National Employment Department in the administration of the National Employment Department and the effective delivery of its technical and professional services within the respective framework.

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CERTIFIED CORRECT



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P. Neerunjun (Mrs)
for Secretary for Public Service

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

-2-

Duties:

1. To deputise for the Director, National Employment Department, as and when required.
2. To be responsible to the Director, National Employment Department and assist him in the performance of the following duties –
 - (i) dissemination of labour market information on the demand and supply of skills to local employers, jobseekers and training institutions;
 - (ii) timely execution of the policy of the Ministry with regard to employment and training and to employment schemes/projects; and
 - (iii) facilitation in the employment of jobseekers and ensuring that jobseekers are able to find employment that meet their aspirations.
3. To be responsible for –
 - (i) all operational activities at the main office and the Regional Employment Offices in relation to service delivery to jobseekers and employers;
 - (ii) the setting up and management of the National Employment Dashboard;
 - (iii) ensuring that the information published on the website of the Ministry related to National Employment Department are relevant and up-to-date;
 - (iv) the organisation and running of capacity building programmes for officers of the National Employment Department;
 - (v) the implementation of ISO 9001:2015 standards;
 - (vi) labour market research and studies;

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-3-

- (vii) the enforcement of the provisions regarding all relevant legislation pertaining to the activities of the National Employment Department; and
 - (viii) the communication, marketing and publications pertaining to the activities of the National Employment Department.
4. To ensure that the National Classification of Occupations is updated.
 5. To represent the Ministry on Boards and Committees, as and when required.
 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 Deputy Director, National Employment Department in the roles ascribed to him.



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