

GOVERNMENT OF MAURITIUS

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

- Ministry:** Labour, Industrial Relations, Employment and Training
- Post:** Senior Employment Officer
- Salary:** Rs 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 35,375 (18 45 63)
- Effective Date:** 15 September 2015
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Employment Officer who reckon at least five years' service in a substantive capacity in the grade and who possess supervisory, interpersonal and communication skills.

**NOTE**

Senior Employment Officers will be required to follow successfully an approved course leading to a diploma in Human Resource Management or a diploma in Management with specialisation in the field of Human Resource Management from a recognised institution to be eligible for consideration for promotion as Chief Employment Officer.

- Duties:**
1. To be responsible for the effective management of Employment Information Centres.
  2. To select appropriate registered jobseekers and submit their names to prospective employers according to established procedures.
  3. To collect, process, analyse and disseminate information relating to the labour market.
  4. To inspect employing establishments with a view to ensuring compliance with relevant legislation pertaining to employment and assist in the conduct of judicial proceedings in cases of non-compliance.
  5. To assist –
    - (i) in the activities and procedures relating to the processing of local and overseas vacancies;

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**CERTIFIED CORRECT**

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*S. Mendis*  
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*for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms*  
**15 September 2015**  
Date.....


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-2-

- (ii) implementation agencies in the processing of overseas vacancies;
  - (iii) in organising and running of training programmes for the staff of the Employment Service;
  - (iv) in the preparation and updating of the National Classification of Occupations; and
  - (v) Chief Employment Officers in the performance of their duties.
6. To provide employment counselling to jobseekers.
  7. To carry out job analysis exercises and prepare job descriptions.
  8. To effect site visits at enterprises in view of placement of jobseekers.
  9. To monitor the operation of private recruiting agencies and to enforce provisions of relevant legislation relating to such matters.
  10. To carry out inspections, whenever required, in relation to employment of non-citizens.
  11. To use ICT in the performance of his duties.
  12. 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 Senior Employment Officer in the roles ascribed to him.



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*for Senior Chief Executive  
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