

GOVERNMENT OF MAURITIUS

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

- Organisation:** Rodrigues Regional Assembly (Employment)
- Post:** Officer-in-Charge, Employment
- Salary:** Rs 26,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 40,775 (18 53 67)
- Effective Date:** 07 May 2015
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Senior Employment Officer who reckon at least two years' service in a substantive capacity in the grade and who possess –
 - (i) good leadership and managerial skills; and
 - (ii) good organising and administrative skills.
- Role and Responsibilities:** To be responsible for the effective and overall management and the day-to-day administration of the Employment Division in line with approved policies.
- Duties:**
 1. To control, supervise and co-ordinate the activities of the Employment Division.
 2. To ensure that policies, procedures, and instructions are properly implemented.
 3. To deal with administrative issues concerning employment and employment duties.
 4. To carry out investigations in respect of applications for work permit from non-citizens and to enforce the provisions of legislation relating to such matters.
 5. To monitor activities of expatriates in employment in Rodrigues.
 6. To liaise with the Director, Employment Service on matters relating to implementation of the Labour Market Information System (LMIS).

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CERTIFIED CORRECT

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms
 07 May 2015
 Date.....

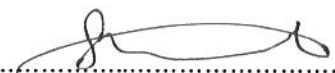
SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
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7. To keep close working relationship with employees so as to canvass for jobs and to collect information concerning employment, employment trends and training needs for dissemination.
8. To be responsible for the organisation and running of training programmes for officers of the Employment Information Centre.
9. To process and maintain all vacancies for posting onto the Job Bank.
10. To liaise with local training institutions and the Human Resource Development Centre, Rodrigues in such matters concerning training needs and facilities.
11. To organise and supervise activities relating to employment counselling.
12. To use ICT in the performance of his duties.
13. 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 Officer-in-Charge, Employment in the roles ascribed to him.



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