

GOVERNMENT OF MAURITIUS

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

- Organisation:** Rodrigues Regional Assembly (Consumer Protection Division)
- Post:** Officer in Charge, Consumer Protection
- Salary:** Rs 24,800 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 36,250 (18 53 64)
- Effective Date:** 17 July 2012
- Qualifications:** By selection from among officers in the grade of Senior Consumer Protection Officer who reckon at least one year’s service in a substantive capacity in the grade and who possess –
 - (i) a diploma in Communication Studies or Legal Studies or Public Administration and Management or Management or Commerce or Social Work from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
 - (ii) leadership and administrative abilities;
 - (iii) aptitude for quick problem-solving and decision-making;
 - (iv) the ability to work under pressure; and
 - (v) strong communication and interpersonal skills.
- Role and Responsibilities:** To be responsible for the effective and efficient operation and administration of the Consumer Protection Division of the Rodrigues Regional Assembly in line with approved policies.
- Duties:**
 1. To be responsible for –
 - (i) the enforcement of all laws relating to supplies and consumer protection;
 - (ii) planning, implementing and evaluating Consumer Education Programmes;

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for Senior Chief Executive
Ministry of Civil Service and
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- (iii) the collection, compilation and analysis of relevant statistical data; and
 - (iv) examining reports and returns submitted by subordinate staff.
2. To perform prosecution duties, as and when required, and issue prosecution orders.
 3. To ensure follow-up on prosecution work.
 4. To liaise with consumers and other organisations on matters relating to consumer protection.
 5. To plan, co-ordinate and supervise all aspects of work of the Consumer Protection Division.
 6. To represent the Consumer Protection Division of the Rodrigues Regional Assembly on appropriate Boards and Committees.
 7. To assist in the preparation of draft legislations relating to consumer protection.
 8. To ensure the implementation of the Performance Management System in the Consumer Protection Division.
 9. To use ICT in the performance of his duties.
 10. 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, Consumer Protection in the roles ascribed to him.

Note

The Officer in Charge, Consumer Protection may be required to work outside normal working hours, including Sundays and Public Holidays.



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