

GOVERNMENT OF MAURITIUS

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

- Ministry:** Civil Service and Administrative Reforms
- Post:** Assistant Director, Safety and Health Unit
- Salary:** Rs 35,275 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 61,325  
(18 066 084)
- Effective Date:** 09 May 2017
- Qualifications:** By selection from among officers in the grade of Principal Safety and Health Officer who reckon at least three years' service in a substantive capacity in the grade and who –
- (i) possess a degree in Occupational Health and Safety or Occupational Safety and Health Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
  - (ii) have a sound knowledge of the provisions of the Occupational Safety and Health Act and any other related safety and health legislation;
  - (iii) possess strong administrative and organising skills; and
  - (iv) have effective training abilities.
- Role and Responsibilities:** To assist in the promotion of an occupational safety and health culture through the implementation of Occupational Safety and Health Management System in the Civil Service and in ensuring compliance with the provisions of Occupational Safety and Health Act.
- Duties:**
1. To deputise for the Director, Safety and Health Unit, as and when required.
  2. To be responsible to the Director, Safety and Health Unit in the performance of the following duties –
    - (a) to assist –
      - (i) in the day-to-day management of the Occupational Safety and Health Unit and ensuring that resources are being utilised in the most efficient and effective manner;

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.....  
*for Senior Chief Executive  
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- (ii) management on strategic and technical matters relating to occupational safety and health in the Civil Service, including the formulation of policies;
  - (iii) in evaluating the effectiveness of occupational safety and health strategies and policies and propose corrective measures; and
  - (iv) management in the formulation of hazard control strategies to minimise the level of risk to an acceptable level.
- (b) to carry out relevant surveys and research for the continual improvement in safety and health management strategies;
  - (c) to design and conduct cost effective training programmes relating to Safety and Health to meet the strategic goals of the Civil Service for the ongoing development of Public Officers;
  - (d) to facilitate the setting up and maintenance of the Occupational Safety and Health Management System and provide necessary support for its sustainability;
  - (e) to supervise the work of Principal Safety and Health Officers;
  - (f) to co-ordinate Occupational Safety and Health Management System activities for the generation of reports to bring continual improvement in the system;
  - (g) to ensure that safety and health committees are established in compliance with Occupational Safety and Health Act and are held accordingly;
  - (h) to analyse projects to enhance work environment and monitor its implementation;
  - (i) to co-ordinate investigations on complaints and occupational accidents and ensure prompt intervention;

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- (j) to provide expert/technical advice pertaining to personal protective equipment, leases agreement, safety and health clearance prior to occupancy;
  - (k) to represent the Ministry in Court/Tribunal for cases pertaining to occupational accidents or other safety and health related issues; and
  - (l) to ensure that all activities relating to safety and health in the Civil Service are performed in line with ISO standard and to review and update the process maps, as and when required.
3. To use ICT in the performance of his duties.
4. 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 Assistant Director, Safety and Health Unit in the roles ascribed to him.



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