

GOVERNMENT OF MAURITIUS

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

- Ministry:** Civil Service and Administrative Reforms
- Post:** Director, Safety and Health Unit
- Salary:** Rs 42,325 x 1,525 – 49,950 x 1,625 – 62,950 x 1,850 – 66,650 (18 072 087)
- Effective Date:** 09 May 2017
- Qualifications:** By promotion, on the basis of experience and merit, of an officer in the grade of Assistant Director, Safety and Health Unit who –
- (i) has a thorough knowledge of the provisions of the Occupational Safety and Health Act and any other related safety and health legislation;
  - (ii) possesses strong leadership and managerial skills;
  - (iii) has good training abilities; and
  - (iv) has a high sense of responsibility.
- Role and Responsibilities:** To be responsible for the promotion of an occupational safety and health culture through the implementation of Occupational Safety and Health Management System in the Civil Service and for ensuring compliance with the provisions of Occupational Safety and Health Act.
- Duties:**
1. To be responsible to the head of the Ministry for the performance of the following duties –
    - (a) the proper management of the Occupational Safety and Health Unit, including the organisation of the day-to-day activities of the Unit and ensuring that resources are being utilised in the most efficient and effective manner;
    - (b) to ensure that the provisions of the Occupational Safety and Health Act and related legislation are complied with at all workplaces in the Civil Service;
    - (c) to advise on strategic and technical matters relating to occupational safety and health in the Civil Service, including the formulation of policies;

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CERTIFIED CORRECT



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*for Senior Chief Executive  
Ministry of Civil Service and  
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- (d) to evaluate the effectiveness of occupational safety and health strategies and policies and propose corrective measures;
  - (e) to liaise with Regulatory Bodies and Ministries/Departments on occupational safety and health matters;
  - (f) to represent the Civil Service on boards, councils and committees;
  - (g) to formulate, plan, develop and monitor the Occupational Safety and Health Management System in the Civil Service;
  - (h) to disseminate information on safety and health matters to Ministries/Departments;
  - (i) to carry out research in connection with occupational safety and health related matters and to produce guidelines on safety and health matters, as and when required;
  - (j) to represent the Ministry in Court/Tribunal for cases pertaining to occupational accidents or other safety and health related issues;
  - (k) to be responsible for the evaluation of safety and health performances;
  - (l) to provide guidance on matters relating to safety and health complaints and to lead and report on all occupational accidents/investigations; and
  - (m) to keep abreast with changes in safety and health developments and emerging issues/trends in the management of safety and health.
2. To supervise and guide staff of the Unit.
  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 Director, Safety and Health Unit in the roles ascribed to him.



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