

GOVERNMENT OF MAURITIUS

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

- Ministry:** Education and Human Resources, Tertiary Education and Scientific Research
- Post:** Careers Counsellor
- Salary:** Rs 26,300 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 (18 055 081)
- Effective Date:** 16 March 2017
- Qualifications:**
 - A. A degree in Counselling from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
 - B. Candidates should –
 - (i) possess sound knowledge of the evolutions of the labour market and industry sector;
 - (ii) possess good communication and interpersonal skills; and
 - (iii) be computer literate.

Candidates should produce written evidence of knowledge claimed.

- Duties:**
 1. To assist in the organisation of an employment and training information service for the benefit of students as well as the emerging workforce.
 2. To advise, guide and counsel students on employment prospects, training and further education possibilities, both locally and abroad.
 3. To assist in the planning, organisation and implementation of careers education in educational and training institutions.
 4. To provide relevant information to prospective undergraduates and the public in general on opportunities available for tertiary education, both locally and abroad.
 5. To develop close contacts with employers, training providers and higher education institutions as the basis for obtaining and disseminating updated occupational and industrial information and to inform employers of the availability of young persons and of training facilities to be offered.

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*for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms
 16 March 2017*

Date.....


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6. To arrange visits for students to enterprises.
7. To arrange for resource persons to talk on issues related to careers education.
8. To deliver talks in schools on issues related to careers education.
9. To assist and carry out research into employment opportunities in collaboration with relevant Ministries/Departments and private sector organisations.
10. To form part of curriculum, training, advisory and other relevant committees, as and when required.
11. To organise counselling and careers guidance sessions for the workforce.
12. To use updated Labour Market Information System.
13. To organise careers information activities/events in educational and training institutions.
14. To use ICT in the performance of his duties.
15. 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 Careers Counsellor in the roles ascribed to him.



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