

GOVERNMENT OF MAURITIUS

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

- Ministry:** Industry, Commerce and Consumer Protection (Industry Division)
- Post:** Accreditation Manager
- Salary:** Rs 46,900 x 1,525 – 49,950 x 1,625 – 62,950 x 1,850 – 68,500 x 1,950 – 70,450
(19 075 089)
- Effective Date:** 25 April 2016
- Qualifications:** By selection from among officers in the grade of Assistant Accreditation Manager who reckon at least four years' service in a substantive capacity in the grade and who –
- (i) possess good interpersonal and communication skills;
 - (ii) possess administrative and managerial skills;
 - (iii) have a sound knowledge in quality assurance and conformity assessment; and
 - (iv) are able to plan, conduct quality system audits and manage a team of auditors.
- Role and Responsibilities:** To be responsible for the effective and efficient implementation of accreditation programmes offered by the Mauritius Accreditation Service (MAURITAS) in line with international standards.
- Duties:**
1. To be responsible for the performance of the following duties –
 - (i) **For Laboratories and Inspection**
 - (a) To provide technical inputs on Laboratory and Inspection Body accreditation matters to the MAURITAS Advisory Council and to Sub-Committees set up by the Council.
 - (b) To prepare projects, plans and develop strategies for the implementation of policies and procedures for the operation of Laboratory and Inspection Body accreditation activities.

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*for Senior Chief Executive
Ministry of Civil Service and
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Date.....

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

-2-

- (c) To review, submit comments and recommend vote on accreditation standards, documents and guidelines from the International Laboratory Accreditation Cooperation (ILAC).

(ii) For Quality and Certification

- (a) To report to the Director, MAURITAS on all matters pertaining to the quality system.
 - (b) To provide technical inputs on Certification Body accreditation matters to the MAURITAS Advisory Council and to Sub-Committees set up by the Council.
 - (c) To prepare projects, plans and develop strategies for the implementation of policies and procedures for the operation of Certification Body accreditation activities.
 - (d) To be responsible for the establishment and maintenance of a quality system according to international standards.
 - (e) To ensure that the quality system as documented in the Quality Manual is continually reviewed, maintained, controlled and updated.
 - (f) To organise internal audits and train new internal auditors.
 - (g) To review, submit comments and recommend vote on accreditation standards, documents and guidelines from the International Accreditation Forum (IAF).
2. To ensure that the accreditation system of the MAURITAS complies with the relevant international standards and guidelines.

/3...



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

-3-

3. To supervise, review and monitor the work of Assistant Accreditation Managers in respect of application for Laboratory and Inspection Body or Certification Body accreditation activities.
4. To act as lead assessor or assessor during Laboratory and Inspection Body or Certification Body assessment exercises.
5. To prepare reports, newsletters and other information and communication briefs on Laboratory and Inspection Body or Certification Body accreditation activities at national, regional and international levels.
6. To assist the Director, MAURITAS in the –
 - (i) development of budgetary plans, business plans and strategies for Laboratory and Inspection Body or Certification Body accreditation activities; and
 - (ii) organisation of training courses, seminars and workshops related to Laboratory and Inspection Body or Certification Body accreditation.
7. To review and ensure that accurate information on Laboratory and Inspection Body or Certification Body accreditation are maintained on the MAURITAS website.
8. To provide technical inputs on Laboratory and Inspection Body or Certification Body accreditation matters and to be involved in all activities pertaining thereto at the SADC and other regional blocks.
9. To promote accreditation in Mauritius.
10. To use ICT in the performance of his duties.
11. 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 Accreditation Manager in the roles ascribed to him.



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