

GOVERNMENT OF MAURITIUS

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

- Ministry:** Industry, Commerce and Consumer Protection
- Post:** Accreditation Officer
- Salary:** Rs 23,250 x 750 – 28,500 x 900 – 33,000 x 1,200 – 36,600 x 1,500 – 48,600 (19 44 67)
- Effective Date:** 29 March 2013
- Qualifications:**
  - A. A Cambridge Higher School Certificate with passes at “Principal Level” in Mathematics and a Science subject obtained on one certificate or Passes in Mathematics and a Science subject obtained on one certificate at the General Certificate of Education “Advanced Level”.
  - B. A degree from a recognised institution in one of the following subjects -
    - Biology
    - Microbiology
    - Biochemistry
    - Chemistry
    - Physics
    - Engineering (Chemical/Industrial/Communication/Environmental/Civil/Electrical/Renewable Energy/Electronic/Mechanical/Mechatronics/Manufacturing)
    - Textile Technology
    - Biomedical Sciences
    - Biotechnology
    - Information Technology
    - Food and Science Technology
    - Quality Assured Applied Chemical Analysis
    - Quality Management
    - Quality Assurance

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CERTIFIED CORRECT

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

29 March 2013

Date.....

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OR

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

C. Candidates should -

- (i) be proactive and be able to work in a team; and
- (ii) be computer literate.

Note

Qualification at A above should have been obtained prior to qualification at B above. However, candidates who, as at 30 June 2003, did not possess the qualification at A above will also be considered provided they hold -

- (a) a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission; and
- (b) a Master's Degree or postgraduate diploma from a recognised institution in one of the fields at B above or an equivalent qualification acceptable to the Public Service Commission.

Qualification at (a) under 'Note' should have been obtained prior to qualifications at B above and at (b) under 'Note'.

Candidates should produce written evidence of knowledge claimed.

Role and

Responsibilities:

To be responsible to the Accreditation Manager for ensuring that applicants and accredited conformity assessment bodies comply with the requirements of the Mauritius Accreditation Service (MAURITAS).

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*[Signature]*

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**Duties:**

1. To process applications for accreditation, carry out document reviews, prepare assessment plans and associated documentation.
2. To follow up with conformity assessment bodies on matters pertaining to accreditation and its maintenance.
3. To follow up with lead assessors/technical assessors and experts for briefing sessions, conduct of assessments and review of corrective actions.
4. To carry out assessment visits and to act as lead assessor or assessor during assessment exercises and prepare reports.
5. To ensure that accredited conformity assessment bodies comply with the requirements of MAURITAS.
6. To produce and keep up-to-date a directory of accredited conformity assessment bodies.
7. To prepare articles, briefs and other promotional materials on MAURITAS.
8. To maintain and update the website and the Management Information System of MAURITAS.
9. To assist Assistant Accreditation Managers in the organisation of training courses and in the implementation of the Management System for MAURITAS.
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 Officer in the roles ascribed to him.

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