

GOVERNMENT OF MAURITIUS

Scheme of Service Specified Under Regulation 15 of the Public Service Commission Regulations

Ministry: Industry, Commerce and Consumer Protection

Post: Assistant Accreditation Manager

Salary: Rs.35400 x 1,200 – 36,600 x 1500 – 54,600 (19 58 71)

Effective Date: 29 March 2013

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Accreditation Officer who reckon at least three years' service in a substantive capacity in the grade and who possess communication and interpersonal skills.

Note 1

For the first intake, by selection from among candidates who possess -

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

29 March 2013

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OR

Equivalent qualifications to A and B under 'Note 1' above acceptable to the Public Service Commission.

Note 2

Qualification at A under 'Note 1' above should have been obtained prior to qualification at B under 'Note 1' above. However, candidates who, as at 30 June 2003, did not possess the qualification at A under 'Note 1' 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 a postgraduate diploma from a recognised institution in one of the fields at B under 'Note 1' above or an equivalent qualification acceptable to the Public Service Commission.

Qualification at (a) under 'Note 2' should have been obtained prior to qualifications at B under 'Note 1' and at (b) under 'Note 2' above.

C. Candidates should -

- (i) reckon at least three years' post-qualification experience at management level in an accreditation/certification/inspection body or in a calibration/testing laboratory;
- (ii) have communication and interpersonal skill; and
- (iii) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

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Role and

Responsibilities:

To assist in the effective and efficient implementation of the accreditation programmes offered by the Mauritius Accreditation Service (MAURITAS) in line with international standards.

Duties:

1. To ensure that the laboratory, certification body and inspection body accreditation system of the Mauritius Accreditation Service complies with relevant international standards.
2. To develop and implement detailed policies and procedures for the operation of laboratory, certification body and inspection body accreditation system.
3. To process application for the laboratory, certification body and inspection body accreditation system, effect assessment visits and prepare assessment reports.
4. To act as lead assessor or assessor during assessment exercises and prepare reports.
5. To ensure that accredited laboratories, certification bodies and inspection bodies comply with the requirements of the Mauritius Accreditation Service.
6. To assist laboratories in the identification of appropriate proficiency testing and inter-laboratory comparisons.
7. To supervise, review and monitor the work of Accreditation Officers.
8. To maintain an up-to-date database of qualified assessors for the purpose of laboratory, certification body and inspection body accreditation system.
9. To carry out training courses for all accreditation stakeholders.
10. To promote accreditation in Mauritius.
11. To use ICT in the performance of his duties.
12. 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 Accreditation Manager in the roles ascribed to him.



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