

GOVERNMENT OF MAURITIUS

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

- Ministry:** Labour, Industrial Relations, Employment and Training
- Post:** Assistant Director, Labour and Industrial Relations
- Salary:** Rs 42,325 x 1,525 – 49,950 x 1,625 – 62,950 x 1,850 – 66,650 (18 072 087)
- Effective Date:** 22 December 2017
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Principal Labour and Industrial Relations Officer who reckon at least three years' service in a substantive capacity in the grade and who –
- (i) have a thorough knowledge of national labour and industrial relations legislation and experience in the following fields –
 - (a) labour enforcement and labour relations;
 - (b) labour education;
 - (c) international labour affairs; and
 - (d) staff training.
 - (ii) possess good administrative and supervisory skills;
 - (iii) have the ability to lead and motivate staff; and
 - (iv) possess good interpersonal and communication skills.
- Role and Responsibilities:** To ensure the smooth running of one or more technical units of the Labour and Industrial Relations Division and the effective delivery of its technical and professional services within the respective framework.
- Duties:**
1. To assist the Director, Labour and Industrial Relations and the Deputy Director, Labour and Industrial Relations in the –
 - (a) formulation and development of national labour policies and in ensuring the proper execution of these policies;
 - (b) conception, supervision and implementation of appropriate training programmes for the Labour Administration and Industrial Relations; and

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- (c) drafting of labour related legislation, regulations or other enactments.
2. To be responsible for –
- (a) the administration and management of one or more of the technical units/divisions of the labour services as may be assigned to him by the head of the Ministry or any other officer deputed by him;
- (b) the implementation of training programmes for technical staff under his supervision; and
- (c) any of the following duties pertaining to the technical units/divisions under his charge –
- (i) the enforcement of the labour legislation, the settlement of complaints, the harmonisation of industrial relations and the promotion of labour education in line with the Ministry's policy;
- (ii) conciliation and mediation;
- (iii) the processing of matters referred to/by the Employment Relations Tribunal, the National Remuneration Board and the Commission for Conciliation and Mediation; and
- (iv) the processing of International Labour Organisation matters.
3. To advise on and execute the Ministry's policy in matters relating to the appropriate technical areas.
4. To use ICT in the performance of his duties.
5. 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 Director, Labour and Industrial Relations in the roles ascribed to him.

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