

GOVERNMENT OF MAURITIUS

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

- Ministry:** Labour, Industrial Relations, Employment and Training
- Post:** Deputy Director, Labour and Industrial Relations
- Salary:** Rs 46,900 x 1,525 – 49,950 x 1,625 – 62,950 x 1,850 – 68,500 x 1,950 – 72,400  
(18 075 090)
- Effective Date:** 13 July 2017
- Qualifications:** By selection from among officers in the grade of Assistant Director, Labour and Industrial Relations who reckon at least two years' service in a substantive capacity in the grade and who –
- (i) possess good leadership, organising and administrative skills;
  - (ii) possess good interpersonal and communication skills;
  - (iii) have a high sense of initiative and are proactive; and
  - (iv) have a sound knowledge of the provisions of the Employment Rights Act, Employment Relations Act and any other labour and industrial relations legislation.
- Role and Responsibilities:** To assist the Director, Labour and Industrial Relations in the administration of the Labour and Industrial Relations Division and the effective delivery of its technical and professional services within the respective framework.
- Duties:**
1. To be responsible to the Director, Labour and Industrial Relations and assist him in –
    - (a) the management of the Labour and Industrial Relations Division, including the provision of industrial psychological services;
    - (b) the coordination of work of officers of the Labour and Industrial Relations Cadre;
    - (c) the implementation of policies and enforcement of legislation relating to labour and industrial relations;
    - (d) the timely execution of labour and industrial relations policies; and
    - (e) the continuous upgrading of the services provided by the Division.
  2. To deputise for the Director, Labour and Industrial Relations, as and when required.

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*for Senior Chief Executive  
Ministry of Civil Service and  
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3. To train and guide officers of the Labour and Industrial Relations Division for enhancement of the operational efficiency and effectiveness.
4. To advise on labour legislation, standards and administration as well as on the formulation and development of national labour and industrial relations policies.
5. To design and organise appropriate training and development programmes for officers of the Labour and Industrial Relations Division.
6. To liaise with the Employment Relations Tribunal, the National Remuneration Board, the Commission for Conciliation and Mediation and other institutions, as may be directed.
7. To ensure proper staffing and deployment of officers of the Labour and Industrial Relations Cadre in the different units, after consultation with the Director, Labour and Industrial Relations.
8. To use ICT in the performance of his duties.
9. 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 Deputy Director, Labour and Industrial Relations in the roles ascribed to him.



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