

GOVERNMENT OF MAURITIUS

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

- Ministry:** Labour, Industrial Relations, Employment and Training
- Post:** Director, Labour and Industrial Relations
- Salary:** Rs 77,175 x 2,825 – 80,000 x 3,000 – 83,000 (18 092 094)
- Effective Date:** 13 July 2017
- Qualifications:** By promotion, on the basis of experience and merit, of an officer who holds a substantive appointment in the grade of Deputy Director, Labour and Industrial Relations and who –
- (a) possesses strong managerial, leadership and organising skills;
  - (b) possesses excellent interpersonal and communication skills;
  - (c) is proactive and able to work under pressure and meet tight deadlines; and
  - (d) has the ability to tender strategic advice and adopts innovative approach to Labour and Industrial Relations.
- Role and Responsibilities:** To be responsible for 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 head of the Ministry or any other officer deputed by him for –
    - (a) the overall management and supervision of, and the coordination between the technical services provided by the Labour and Industrial Relations Division;
    - (b) undertaking re-engineering of the processes at the Labour and Industrial Relations Division, as and when required, implementing reforms which would transform the Division into a modern, effective and efficient organisation and ensuring follow-up action;
    - (c) ensuring the timely execution of the Ministry's policy in the appropriate fields including representation on Boards and Committees;
    - (d) liaising with the Employment Relations Tribunal, the National Remuneration Board and the Commission for Conciliation and Mediation and other institutions, as may be directed;
    - (e) the conception and supervision of training and development programmes for officers of the Labour and Industrial Relations Division;

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

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- (f) promoting the proper image of the Ministry; and
  - (g) ensuring the implementation and enforcement of legislation relating to labour and industrial relations.
2. To advise on labour legislation and administration as well as on the formulation and development of national labour and industrial relations policies.
  3. To coordinate the work of officers of the Labour and Industrial Relations Cadre.
  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 Director, Labour and Industrial Relations in the roles ascribed to him.

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