

GOVERNMENT OF MAURITIUS

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

**Ministry:** Labour, Industrial Relations and Employment

**Post:** Labour and Industrial Relations Officer

**Salary:** Rs 14,275 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 32,375 QB 33,275 x 900 – 34,175 x 1,200 – 35,375 (18 29 63)

**Effective Date:** 27 June 2014

**Qualifications:** By selection from among serving officers who hold a substantive appointment and who possess a diploma in Human Resource Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

**NOTE 1**

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo on-the-job training in all aspects of labour administration and industrial relations for a period of at least six months. After satisfactory completion of the six-month on-the-job training and on being favorably reported upon, they will be considered for appointment as Labour and Industrial Relations Officer in a substantive capacity.

**NOTE 2**

Labour and Industrial Relations Officers who possess the Diploma in Human Resource Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission will be allowed to progress beyond the Qualification Bar (QB) in the salary scale of the post.

- Duties:**
1. To inspect places of employment so as to secure compliance with statutory orders and other provisions of Labour legislation.
  2. To assist workers and employers by tendering advice and information regarding the provisions of Labour legislation in general.
  3. To deal with labour complaints, including workfare programme cases, and to carry out appropriate investigations.
  4. To deal with, and to promote the settlement of disputes not yet reported to the President of the Commission for Conciliation and Mediation.

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CERTIFIED CORRECT

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

27 June 2014

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5. To assist in the collection and keeping of statistical information.
6. To use ICT in the performance of his duties.
7. 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 Labour and Industrial Relations Officer in the roles ascribed to him.



CERTIFIED CORRECT

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

27 June 2014

Date.....