

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

- Ministry:** Labour, Industrial Relations, Employment and Training
- Post:** Training Programme Coordinator
- Salary:** Rs 29,400 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 (02 059 085)
- Effective Date:** 01 December 2016
- Qualifications:**
- A. A Master's Degree in Management or Business Administration or Public Administration or Economics or Human Resource Management or Law or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) reckon at least five years' post-qualification experience at managerial level;
- (ii) possess good communication and coordination skills;
- (iii) have the ability to organise, manage demanding and complex programmes and projects; and
- (iv) be computer literate and conversant with database management.
- Candidates should produce written evidence of experience/knowledge claimed.
- Role and Responsibilities:** To be responsible to the Director, Employment Service for all aspects relating to the implementation and management of the Youth Employment Programme, Back to Work Programme, Dual Training Programme and other training projects.
- Duties:**
1. To develop in collaboration with relevant stakeholders, a national action plan on the unemployed and to ensure coordination of different employment projects.
 2. To design sectoral training curriculum and initiative to enable the unemployed to acquire the required competencies and skills and form appropriate work habits, attitudes and behavior to sustain employment.
 3. To coordinate with formal and non-formal training providers to train youth in labour market-driven skills and create strong linkages with the private sector for employment opportunities.

/2...

CERTIFIED CORRECT



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

GOVERNMENT OF MAURITIUS

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

-2-

4. To make arrangements for placement of trainees in enterprises in the course of training programmes.
5. To identify possible linkages between the unemployed and microfinance institutions.
6. To submit to the Director, Employment Service progress reports on the implementation of the Youth Employment Programme, Back to Work Programme, Dual Training Programme and other training projects on a quarterly basis.
7. To monitor the effectiveness and efficiency of the training programmes.
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 Training Programme Coordinator in the roles ascribed to him.



CERTIFIED CORRECT

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