

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

- Ministry:** Labour, Human Resource Development and Training
- Post:** Chief Employment Coordinator
- Salary:** Rs 34,000 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 QB 55,900 x 1,700 – 61,000 (18 066 087)
- Effective Date:** 22 October 2021
- Qualifications:** By selection from among officers in the grade of Senior Employment Counselling Officer who reckon at least four years' service in a substantive capacity in the grade or an aggregate of at least four years' service in a substantive capacity in the grade of Senior Employment Counselling Officer and the former grade of Senior Employment Officer and who –
- (i) possess a degree in Human Resource Management or Public Administration or Management or Counselling or Psychology or Economics or Statistics or Marketing from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and
 - (ii) are able to lead and motivate a team of officers.

NOTE 1

In the absence of qualified serving officers, by selection from among candidates who –

- (i) possess a degree in Human Resource Management or Public Administration or Management or Counselling or Psychology or Economics or Statistics or Marketing from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
- (ii) reckon at least nine years' post-qualification experience in any one of the field listed at (i) above;
- (iii) are able to lead and motivate a team of officers; and
- (iv) are computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

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NOTE 2

For the first intake, by appointment of officers who hold a substantive appointment in the grade of Chief Employment Officer on the establishment of the Ministry of Labour, Human Resource Development and Training who are serving the Human Resource Development and Training Division of the Ministry and have satisfactorily followed the theoretical and on-the-job training course, dispensed by the "Pole Emploi".

NOTE 3

Chief Employment Coordinators who possess a degree in Human Resource Management or Public Administration or Management or Counselling or Psychology or Economics or Statistics or Marketing from a recognised institution or an equivalent qualification acceptable to the Public Service Commission will be allowed to progress beyond the Qualification Bar (QB) provided in the salary scale for the post.

**Role and
Responsibilities:**

To ensure the smooth running of one or more technical units of the Department and the effective delivery of its technical and professional services within the respective framework.

Duties:

1. To report to the Deputy Director, National Employment Department for the performance of the duties pertaining to the Unit under his responsibility –

A. When posted to the Operational Unit

- (a) To supervise and coordinate the service delivery activities of the Regional Employment Offices.
- (b) To monitor –
 - (i) the work of staff at Regional Employment Offices; and

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- (ii) the operation of private recruiting agencies and to enforce the provisions of relevant legislation relating to such matters.
- (c) To conduct and implement training programmes and devise appropriate schemes.
- (d) To analyse employment trends and submit reports through labour market surveys carried out for policy making.
- (e) To coach and develop staff under his supervision to improve service delivery at the National Employment Department.
- (f) To organise and conduct training programmes for the staff of the National Employment Department.
- (g) To ensure that employers and jobseekers comply with the provisions of the National Employment Act.
- (h) To enquire on complaints received by the National Employment Department and submit reports as appropriate.
- (i) To assist in the development of policies and procedures and ensure that they are properly implemented.
- (j) To inspect employing establishments with a view to ensure compliance with the relevant legislation pertaining to employment and assist in the conduct of judicial proceedings in cases of non-compliance.
- (k) To liaise with overseas agencies/governments and coordinate the processing of overseas vacancies.
- (l) To coordinate the activities related to the redeployment of laid-off employees.

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B. When posted to the Communication and Marketing Unit

- (a) To plan, develop and assist in implementing public relation strategies for job placement.
- (b) To organise events, including press conferences, exhibitions, job fairs, open days, communication campaigns and schemes for job opportunities, training and employment prospects, both local and overseas.
- (c) To create communication networks between employers, jobseekers, training institutions and other related stakeholders.
- (d) To disseminate information on the activities of the National Employment Department and vacancies in the media.
- (e) To be responsible for –
 - (i) the regular collection, processing, analysis, publication and dissemination of the labour market information; and
 - (ii) the design of pamphlets, flyers and brochures, posters and other publications.
- (f) To plan and organise reportages for TV broadcast on sectors, occupations and training opportunities within the labour market.
- (g) To communicate labour market surveys to employees and relevant stakeholders.

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C. When posted to the Research and Development Unit

- (a) To devise methods and procedures for obtaining data concerning employment/unemployment levels.
- (b) To make use of various statistical and econometric modelling techniques to develop forecasts and anticipate future needs and expectations of jobseekers.
- (c) To collect, analyse, interpret and process data to test the effectiveness of current policies, products or services and advise on the suitability of alternative courses of action and the allocation of scarce resources.
- (d) To explain research methodology and justify conclusions drawn from research data.
- (e) To prepare –
 - (i) labour market statistics for dissemination; and
 - (ii) a National Human Resource Inventory with categorisation by age, sex, qualification, locality, occupation, skills and experience in view of the setting up of a National Employment Dashboard.
- (f) To assess employment trends and to evaluate its socio-economic impact and to report thereon.
- (g) To analyse the potential job creation of inward investment projects in collaboration with relevant stakeholders.
- (h) To prepare and update the National Classification of Occupations.
- (i) To be responsible for all job analysis exercises, preparation of job descriptions and compilation of the National Directory of Occupations.

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D. When posted to the Training Programme Unit

- (a) To develop –
 - (i) training programmes for the unemployed in collaboration with relevant stakeholders; and
 - (ii) procedures and guidelines for setting up of training programmes.
- (b) To ensure coordination and implementation of different training programmes of the Ministry.
- (c) To coordinate with training providers to train jobseekers in labour market driven skills and create strong linkages with the private sector for employment opportunities.
- (d) To monitor the effectiveness and efficiency of training programmes.
- (e) To identify possible linkages between the unemployed and other stakeholders including microfinance institutions.
- (f) To inspect employing establishments with a view to ensure compliance with relevant agreements pertaining to training programmes.
- (g) To provide information on cases of non-compliance with agreements to relevant authorities.
- (h) To submit progress reports on the implementation of different training programmes to the Director, National Employment Department.
- (i) To implement and monitor capacity building programmes for officers of the National Employment Department.
- (j) To supervise events pertaining to different training programmes.

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2. To plan, coordinate and supervise the daily activities of the unit.
3. To represent the Ministry on Boards and Committees, as and when required.
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 Chief Employment Coordinator in the roles ascribed to him.



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