

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

Ministry: Employment, Manpower Resources and Training  
Post: Deputy <sup>Director</sup> Controller, Employment Service  
Salary: Rs 10,800 x 400 - 12,800 (RIA 44)  
Effective Date: 19 April, 1996  
Qualifications: By promotion of officers in the grades of Chief Employment Officer and Senior Employment Officer who

- (a) possess the Diploma in Personnel Management or the Diploma in Public Administration and Management or the Diploma in Management Studies or the Diploma in Management with specialisation in the field of Human Resources Management or Public Administration and Management from the University of Mauritius or an equivalent qualification acceptable to the Public Service Commission.
- (b) have a thorough knowledge of Employment Service techniques and procedures and Employment legislations;
- (c) have managerial capabilities;
- (d) have good communication and interpersonal skills; and
- (e) have ability to lead and motivate a large staff.

Duties:

1. To deputize for the Controller as and when required.
2. To assist the Controller in the supervision and co-ordination of all activities of the Employment Service.

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*Albany*

for Permanent Secretary

19 APR 1996

Date.....



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3. To be responsible for the organisation and running of training programmes for officers of the Employment Service.
4. To undertake work and methods study with a view to updating techniques and procedures relating to Employment Service activities.
5. To carry out investigations, as and when required, with a view to enforcing the Recruitment of Workers Act 1993 and the Non Citizen (Employment Restriction) Act 1973.
6. To represent the Ministry, as and when required, on Committees and Councils dealing with matters relating to the activities of the Employment Service.
7. To design questionnaires for surveys relating to employment information and to supervise and control collection and dissemination thereof.
8. To undertake occupational research with a view to compiling and preparing a National Dictionary of Occupations.
9. To enforce legislations relating to employment and conduct judicial proceedings in this connection.
10. To perform such cognate duties as may be assigned.

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for Permanent Secretary

19 APR 1996

Date.....

