

GOVERNMENT OF MAURITIUS

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

- Ministry:** Labour, Human Resource Development and Training
- Post:** Director, National Employment Department
- Salary:** Rs 82,250 x 3,000 – 88,250 x 3,125 – 91,375 (18 098 101)
- Effective Date:** 22 October 2021
- Qualifications:** By promotion, on the basis of experience and merit, of an officer who holds a substantive appointment in the grade of Deputy Director, National Employment Department and who –
- (i) possesses strong managerial, leadership and organising skills;
 - (ii) possesses strong analytical skills and has the ability to adopt a multidisciplinary approach to decision-making; and
 - (iii) has the ability to tender strategic advice, has a high sense of initiative and adopts an innovative approach to problem-solving.

NOTE

For the first intake, by appointment of an officer who holds a substantive appointment in the grade of Director, Employment Service on the establishment of the Ministry of Labour, Human Resource Development and Training who is serving the Human Resource Development and Training Division of the Ministry.

- Role and Responsibilities:** To be responsible for the administration of the National Employment Department and the effective delivery of its technical and professional services within the responsibility framework.

- Duties:**
1. To be responsible to the head of the Ministry or any other officer deputed by him for –
 - (i) the day-to-day operations of the National Employment Department;

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CERTIFIED CORRECT

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P. Neerunjun
P. Neerunjun (Mrs)
for Secretary for Public Service

22 October 2021
Date.....

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PUBLIC SERVICE COMMISSION REGULATIONS**

-2-

- (ii) the overall management, supervision of and coordination between the technical and professional services provided by the National Employment Department;
 - (iii) the dissemination of labour market information on the demand and supply of skills to local employers, jobseekers and training institutions;
 - (iv) ensuring the –
 - (a) implementation and enforcement of legislation relating to employment; and
 - (b) timely execution of the policy of the Ministry with regard to employment and training and to employment schemes/projects;
 - (v) advising on policies that would facilitate the employment of jobseekers and ensuring that jobseekers are able to find employment that meet their aspirations.
2. To advise on –
- (i) employment legislation and administration as well as on the formulation and development of the National Employment Dashboard; and
 - (ii) strategies and schemes that would help jobseekers to develop their employability skills and facilitate their employment.
3. To develop and implement schemes for labour migration and home-based work.
4. To provide assistance and guidance with regard to present and future employment prospects.
5. To ensure placement and training of jobseekers through approved projects.

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-3-

6. To tender up-to-date statistical and other information on the manpower situation on a national basis.
7. To ensure the organising and supervision of training programmes for staff of the National Employment Department.
8. To represent the Ministry on Boards and Committees, as and when required.
9. To use ICT in the performance of his duties.
10. 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, National Employment Department in the roles ascribed to him.



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