

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

- Ministry:** Labour, Human Resource Development and Training
- Post:** Employment Counselling Officer
- Salary:** Rs 19,225 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 38,400 QB 39,350 x 950 – 42,200 x 1,300 – 44,800 (18 039 077)
- Effective Date:** 22 October 2021
- Qualifications:**
- A. By selection from among candidates who possess a diploma 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.
- B. Candidates should –
- (i) possess effective organising and analytical skills;
 - (ii) possess effective interpersonal and communication skills; and
 - (iii) be computer literate.

Candidates should produce written evidence of knowledge claimed.

NOTE 1

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to follow a theoretical and on-the-job training course in all aspects of the work of an Employment Counselling Officer for a period of at least six months, as approved and arranged by the Ministry. On satisfactory completion of the course and on being favourably reported upon, they will be considered for appointment as Employment Counselling Officer in a substantive capacity.

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CERTIFIED CORRECT

P. Neerunjun

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P. Neerunjun (Mrs)
for Secretary for Public Service

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NOTE 2

For the first intake, by appointment of officers who hold a substantive appointment in the grade of 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

Employment Counselling Officers who possess a diploma 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.

Duties:

A. When posted to the Operational Unit

- (a) To provide vocational guidance and one-to-one counselling so as to assist jobseekers to develop skills through appropriate training in the achievement of their employment goals.
- (b) To interview jobseekers to diagnose and assess their specific needs and to elaborate action plans to increase their employability.
- (c) To carry out inspections relating to work permits and recruitment licences and to effect industrial visit, as and when required.
- (d) To conduct –
 - (i) "ateliers de travail" to enhance the employability skills of jobseeker; and
 - (ii) an assessment of jobseekers' data for proper profiling.

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- (e) To process vacancies and conduct job matching exercise to enable suitable placement of jobseekers according to the provision of the legislation.
- (f) To assist –
 - (i) jobseekers to register online on the website of the Ministry in accordance with established procedures and techniques; and
 - (ii) jobseekers in the IT corner for job search and other related activities.
- (g) To follow-up with jobseekers at regular intervals to assess progress and record outcomes.
- (h) To verify and validate online registration of jobseekers.

B. When posted to the Communication and Marketing Unit

- (a) To participate in –
 - (i) outreach activities for sensitisation of jobseekers and employers on employment matters, including organisation of job fairs; and
 - (ii) events, including press conferences, exhibitions, job fairs, open days and communication campaigns.
- (b) To compile information on vacancies for dissemination in the media.
- (c) To prepare information on the activities of the National Employment Department for dissemination in the media.
- (d) To assist in the preparation and design of pamphlets, flyers, brochures, posters and other publication materials.

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C. When posted to the Research and Development Unit

- (a) To contact employers to seek their participations in surveys.
- (b) To assist in –
 - (i) the preparation and updating of the National Classification of Occupations; and
 - (ii) the establishment and maintenance of regular contacts with employers, registered training institutions and other sources in order to collect data for updating information on the National Employment Dashboard.
- (c) To assist the officer in charge in the processing of overseas vacancies.
- (d) To perform job analysis exercises and related labour market surveys and assist in the preparation of job descriptions in connection with the National Directory of Occupations.
- (e) To compile list of vacancies for dissemination in the media.
- (f) To provide appropriate and relevant labour market information to jobseekers, employers and other stakeholders.

D. When posted to the Training Programme Unit

- (a) To register jobseekers on the database for training programmes.
- (b) To update database of jobseekers and employers participating in different training programmes.
- (c) To conduct –
 - (i) surveys with jobseekers to determine status of employability; and

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- (ii) monitoring exercises to ensure effective implementation of training programmes and prepare reports accordingly.
 - (d) To provide –
 - (i) counselling to jobseekers prior to enrolment on training courses offered under different training programmes; and
 - (ii) information to jobseekers and employers on different training programmes.
 - (e) To follow-up with employers regarding status of placement of trainees.
 - (f) To process –
 - (i) vacancies and submit list to employers upon requests;
 - (ii) applications received from employers for placement and training of jobseekers; and
 - (iii) applications received from employers for refund of monthly stipends.
 - (g) To liaise with training institutions, employers and other stakeholders for delivery of training courses to jobseekers.
 - (h) To prepare statistical reports on different training programmes.
 - (i) To assist in the preparation of events pertaining to different training programmes.
2. To assist the Senior Employment Counselling Officer in the performance of his duties.
3. To use ICT in the performance of his duties.

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4. 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 Employment Counselling Officer in the roles ascribed to him.

Note

Employment Counselling Officers will be required to work in Regional Employment Offices across the island and the main office.



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