

GOVERNMENT OF MAURITIUS

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

- Ministry:** Labour, Industrial Relations, Employment and Training
- Post:** Employment Officer
- Salary:** Rs 13,175 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 30,575 (18 25 58)
- Effective Date:** 26 February 2015
- Qualifications:** By selection from among serving officers who possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Public Service Commission.

**NOTE 1**

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

- (i) possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Public Service Commission; and
- (ii) are computer literate.

Candidates should produce written evidence of knowledge claimed.

**NOTE 2**

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

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CERTIFIED CORRECT

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

26 February 2015

Date.....

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

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**Duties:**

1. To register and interview jobseekers in accordance with established procedures and techniques.
2. To match applicants with vacancies notified to satisfy needs/demands of both employers and registered jobseekers.
3. To assist implementation agencies in the processing of overseas vacancies.
4. To collect and process labour market information obtained through industrial visits or by any other means.
5. To establish and maintain regular contacts with employers and registered training institutions.
6. To operate computer equipment for data entry, processing and retrieval of records.
7. To perform job analysis exercises and assist in the preparation of job descriptions in connection with the National Dictionary of Occupations.
8. To provide labour market information and guidance to jobseekers.
9. To carry out inspections relating to work permits and recruitment licences.
10. To assist the Senior Employment Officer in the performance of his duties.
11. To use ICT in the performance of his duties.
12. 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 Officer in the roles ascribed to him.



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