

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

- Ministry:** Labour, Human Resource Development and Training
- Post:** Senior Employment Counselling Officer
- Salary:** Rs 25,525 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 QB 47,675 x 1,575 – 49,250 (18 055 080)
- Effective Date:** 22 October 2021
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Employment Counselling Officer who reckon at least five years' service in a substantive capacity in the grade or an aggregate of at least five years' service in a substantive capacity in the grade of Employment Counselling Officer and the former grade of Employment Officer and who possess –
- (i) 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;
 - (ii) good organising, analytical, counselling and supervisory skills; and
 - (iii) good interpersonal and communication skills.

NOTE 1

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

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

22 October 2021

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NOTE 2

Senior 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 conduct assessment of the employability dimensions of jobseekers so as to determine the suitability for services and make appropriate referrals to employers and various stakeholders.
- (b) To canvass employers within the region to register and notify vacancies on the website of the Ministry.
- (c) To provide and monitor one-to-one counselling to jobseekers until their employability and placement.
- (d) To be responsible for the compilation of the database of jobseekers and employers within the region and ensure that all vacancies in the job bank are being processed and follow-up effected.
- (e) To inspect/conduct site visits to employing establishments to ensure –
 - (i) compliance with relevant legislation pertaining to employment and assist in the conduct of judicial proceedings in cases of non-compliance;
 - (ii) placement of jobseekers and follow-up; and
 - (iii) monitoring of training programmes.

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- (f) To monitor online applications of jobseekers on the website of the Ministry and allocate jobseekers to Employment Counselling Officers for counselling and follow-up.
- (g) To ensure that all employers within the region notify vacancies in accordance with the National Employment Act 2017.
- (h) To organise outreach activities for sensitisation of jobseekers and employers on employment matters, including organisation of job fairs.
- (i) To plan and organise “ateliers de travail” with jobseekers, employers and other stakeholders.
- (j) To disseminate labour market information to jobseekers at the Regional Employment Office and students in educational institutions.
- (k) To identify training needs of jobseekers for policy making and setting up of relevant employability schemes.
- (l) To carry out work permit and recruitment licence inspections for the processing of applications and to monitor compliance with the provisions of the legislation.
- (m) To ensure the management of the IT corner and efficient use of all IT equipment.

B. When posted to the Communication and Marketing Unit

- (a) To organise outreach activities for sensitisation of jobseekers and employers on employment matters, including organisation of job fairs.
- (b) To prepare and participate in events, including press conferences, exhibitions, job fairs, open days and communication campaigns.

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- (c) To contact employers for dissemination of vacancies on the media.
- (d) To prepare and design pamphlets, flyers, brochures, posters and other publication materials.
- (e) To communicate activities pertaining to labour market surveys and to the National Employment Department.
- (f) To evaluate the effectiveness of all marketing activity.
- (g) To assist in carrying out market research abroad and create the necessary linkages to facilitate employment of local jobseekers abroad.

C. When posted to the Research and Development Unit

- (a) To prepare statistical reports pertaining to surveys and employment bulletin.
- (b) To maintain a database of employers, jobseekers and other stakeholders for surveys.
- (c) To prepare and maintain labour market statistics.
- (d) To conduct labour market surveys to collect information for processing.
- (e) To ensure the update of information on the website of the National Employment Department.
- (f) To arrange for the dissemination of labour market information in the media.
- (g) To establish and maintain regular contacts with employers, registered training institutions and other sources in order to collect data so as to update information on the National Employment Dashboard.

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- (h) To monitor job analysis exercises and prepare job descriptions.
- (i) To prepare and update the National Classification of Occupations.
- (j) To process overseas vacancies with regard to outward labour migration projects.

D. When posted to the Training Programme Unit

- (a) To liaise with employers and jobseekers to ensure the proper functioning of the training programmes.
 - (b) To verify applications received from employers for participation in training programmes.
 - (c) To conduct monitoring exercise to ensure compliance with regulations.
 - (d) To carry out investigations following complaints received and submit reports accordingly.
 - (e) To enforce proper implementation of training programmes.
 - (f) To prepare events pertaining to different training programmes.
 - (g) To assist in the organisation and running of capacity building programmes for the staff of the National Employment Department.
 - (h) To submit to the Chief Employment Coordinator, progress reports on the implementation of different schemes and training projects.
2. To assist the Chief Employment Coordinator in the performance of his duties.
3. To supervise and monitor the work of the Employment Counselling Officers.

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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 Senior Employment Counselling Officer in the roles ascribed to him.

Note

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



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