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GOVERNMENT OF MAURITIUS

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

Organisation: Rodrigues Regional Assembly (Employment)

Post: Senior Employment Officer

Salary: Rs 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 35,375 (18 45 63)

Effective Date: 07 May 2015

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Employment Officer who reckon at least two years' service in a substantive capacity in the grade and who possess supervisory, interpersonal and communication skills.

NOTE

Senior Employment Officers may be required to follow an approved course leading to a diploma in Management with specialisation in the field of Human Resource Management or in Public Administration and Management or in Human Resource Management or with Human Resource Management as a major component from a recognised institution.

- Duties:**
1. To assist the Officer-in-Charge, Employment in the day-to-day management of the Employment Division and implementation of the Labour Market Information System.
 2. To select appropriate applicants registered for employment and submit their names to prospective employers according to procedures laid down.
 3. To collect, process, analyse and disseminate Employment Market Information.
 4. To inspect employing establishments with a view to ensuring compliance with all legislation pertaining to employment.
 5. To process papers in connection with vacancies from International Organisations and vacancies in the local press.
 6. To assist in organising and running training courses for the staff of the Employment Division.

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[Signature]

 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms
 07 May 2015

Date.....

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7. To offer employment counselling to job seekers.
8. To perform job analysis exercises and prepare job descriptions in connection with the National Dictionary of Occupations.
9. To assist in the investigation, whenever required, of applications for work permits from non-citizens and to enforce the provisions of the legislation relating to such matters.
10. To use ICT in the performance of his duties.
11. 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 Officer in the roles ascribed to him.



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