

GOVERNMENT OF MAURITIUS

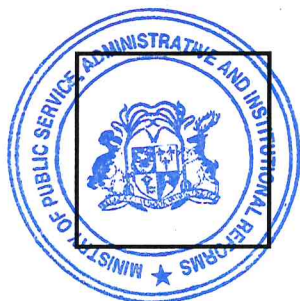
**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

- Organisation:** Rodrigues Regional Assembly (Human Resource Development Centre)
- Post:** Careers Counsellor
- Salary:** Rs 28,225 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 62,700 (18 059 088)
- Effective Date:** 06 October 2023
- Qualifications:**
- A. A degree in Counselling from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) possess sound knowledge of the evolutions of the labour market and industry sector;
- (ii) possess good interpersonal and communication skills; and
- (iii) be computer literate.

Candidates should produce written evidence of knowledge claimed.

- Duties:**
1. To assist the Head, Human Resource Development Centre in the performance of the following duties –
- (i) in the organisation of an employment and training information service for the benefit of students as well as the emerging workforce;
- (ii) in the planning, organisation and implementation of careers education programmes in educational and training institutions; and
- (iii) in carrying out research in employment opportunities in collaboration with relevant Commissions/Departments and private sector organisations.
2. To advise, guide and counsel students on job employment prospects and further education possibilities both locally and abroad.
3. To provide relevant information to prospective undergraduates and the public in general on opportunities available for tertiary education, both locally and abroad.

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CERTIFIED CORRECT

B. D. Nundloll

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B. D. Nundloll (Mrs)
for Secretary for Public Service

06 October 2023

Date.....

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4. To develop close contacts with employers, training providers and higher education establishments as the basis for obtaining and disseminating updated occupational and industrial information on one hand and to inform employers of the availability of young persons and of training facilities on the other hand.
5. To arrange –
 - (i) visits for students to enterprises; and
 - (ii) for resource persons to talk on issues related to careers education.
6. To deliver talks in schools on issues related to careers education.
7. To form part of curriculum, training, advisory and other relevant committees, as and when required.
8. To organise –
 - (i) counselling and careers guidance sessions for the workforce; and
 - (ii) careers information activities/events in educational and training institutions.
9. To use updated Labour Market Information System.
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 Careers Counsellor in the roles ascribed to him.



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