


GOVERNMENT OF MAURITIUS

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

- Ministry:** Labour, Human Resource Development and Training
- Post:** Deputy Director, Occupational Safety and Health
- Salary:** Rs 49,950 x 1,625 – 62,950 x 1,850 – 68,500 x 1,950 – 74,350 (18 077 091)
- Effective Date:** 26 May 2020
- Qualifications:** By selection from among officers in the grade of Chief Occupational Safety and Health Officer and Head, Specialist Support Services who reckon at least two years' service in a substantive capacity in their respective grade and who –
- (i) have an in-depth knowledge of the provisions of the Occupational Safety and Health Act and any other related safety and health legislation;
  - (ii) possess good leadership and managerial skills;
  - (iii) possess strong interpersonal and communication skills; and
  - (iv) have the ability to work under pressure and meet tight deadlines.
- Role and Responsibilities:** To assist the Director, Occupational Safety and Health in the management of the Occupational Safety and Health Division and the effective delivery of its technical and professional services within the respective framework.
- Duties:**
1. To be responsible to the Director, Occupational Safety and Health and assist him in the –
    - (a) dissemination of information on Occupational Safety and Health;
    - (b) preparation of advisory literature on Occupational Safety and Health;
    - (c) timely investigation of notifiable accidents at work and the lodging of criminal cases against employers at the Industrial Court; and
    - (d) ensuring that reforms and change management initiatives in the field of Occupational Safety and Health are carried out effectively.

/2...

CERTIFIED CORRECT

  
S. Chundung (Mrs)  
for Secretary for Public Service

26 May 2020

Date.....



GOVERNMENT OF MAURITIUS

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

-2-

2. To deputise for the Director, Occupational Safety and Health, as and when required.
3. To monitor the day-to-day management and administration of the Occupational Safety and Health Division.
4. To train and guide officers of the Occupational Safety and Health Division for enhancement of operational efficiency and effectiveness.
5. To ensure proper staffing and deployment of officers of the Occupational Safety and Health Division in the different units, after consultation with the Director, Occupational Safety and Health.
6. To formulate and implement policies, procedures, strategies and legislation relating to Occupational Safety and Health, code of practice, standards and guidelines.
7. To design and organise appropriate training and development programmes and keep under review the training needs of the officers as well as other stakeholders.
8. To coordinate projects on occupational safety and health issues.
9. To use ICT in the performance of his duties.
10. 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 Deputy Director, Occupational Safety and Health in the roles ascribed to him.

**CERTIFIED CORRECT**

.....  
*S. Chundusing*

**S. Chundusing (Mrs)**  
*for Secretary for Public Service*

**26 May 2020**

Date.....

