MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT No 46 OF 2018

Vacancy for the Post of Training Programme Coordinator
Ministry of Labour, Industrial Relations, Employment and Training

Applications are invited from qualified candidates who wish to be considered for appointment as Training Programme Coordinator in the Ministry of Labour, Industrial Relations, Employment and Training.

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their 40th birthday by closing date for submission of applications.

III. QUALIFICATIONS

A. Candidates should possess a Master’s Degree in Management or Business Administration or Public Administration or Economics or Human Resource Management or Law or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should:

   (i) reckon at least five years’ post-qualification experience at managerial level;

   (ii) possess good communication and coordination skills;

   (iii) have the ability to organise, manage demanding and complex programmes and projects; and

   (iv) be computer literate and conversant with database management.

NOTE:

1. Candidates should produce written evidence of experience/knowledge claimed.

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2. The onus for the submission of written evidence of experience/knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.

3. The Commission reserves the right to convene only the best qualified candidates for interview.

IV. ROLES AND RESPONSIBILITIES

To be responsible to the Director, Employment Service for all aspects relating to the implementation and management of the Youth Employment Programme, Back to Work Programme, Dual Training Programme and other training projects.

V. DUTIES AND SALARY

1. To develop in collaboration with relevant stakeholders, a national action plan on the unemployed and to ensure coordination of different employment projects.

2. To design sectoral training curriculum and initiative to enable the unemployed to acquire the required competencies and skills and form appropriate work habits, attitudes and behavior to sustain employment.

3. To coordinate with formal and non-formal training providers to train youth in labour market-driven skills and create strong linkages with the private sector for employment opportunities.

4. To make arrangements for placement of trainees in enterprises in the course of training programmes.

5. To identify possible linkages between the unemployed and microfinance institutions.
6. To submit to the Director, Employment Service progress reports on the implementation of the Youth Employment Programme, Back to Work Programme, Dual Training Programme and other training projects on a quarterly basis.

7. To monitor the effectiveness and efficiency of the training programmes.

8. To use ICT in the performance of his duties.

9. 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 Training Programme Coordinator in the roles ascribed to him.

The permanent and pensionable post carries salary in the scale Rs 29,400 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 a month.

VI. MODE OF APPLICATION

1. Qualified candidates are advised to submit their application **electronically** at the following address:
   http://psc.govmu.org/English/Pages/PscHomepage.aspx

2. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from **9.00 a.m. to 3.30 p.m on weekdays and not later than 3.00 p.m. on the closing date.**

3. Candidates are requested to follow the procedures that can be accessed through the “How to Apply” option on the above address.

4. Candidates already in the service should submit a printed copy of their electronic Application Form, **duly signed**, through their respective Supervising/Responsible Officer.

5. Acknowledgement of applications will be made by **e-mail**. Candidates are advised to submit their e-mail address.
6. For technical support, the Government Online Centre (GOC) may be contacted on the e-mail address: support@ncb.mu or on phone number 454 9955.

7. For any other query, the help desk of the Public Service Commission may be contacted on e-mail address pdsc@govmu.org, or phone number 670 9705 or fax number 670 3417.

8. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to Public Advertisement)” before filling in the Application Form. Care should be taken to fill in the on-line Application Form correctly. Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the applicant.

9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may submit their application on PSC Form 7 which may be obtained either from the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis or from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side or from the offices of the Mauritius High Commissions/Embassies overseas.

VII. CLOSING DATE

Application should reach the Secretary, Public Service Commission not later than 3.00 p.m on Monday 09 July 2018.

Date: 19 June 2018

Public Service Commission
7, Louis Pasteur Street
FOREST SIDE.