Vacancy for Post of Accreditation Officer

Ministry of Industry, Commerce and Consumer Protection (Industry Division)

Applications are invited from qualified candidates who wish to be considered for appointment as Accreditation Officer in the Industry Division of the Ministry of Industry, Commerce and Consumer Protection.

II. **AGE LIMIT**

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

III. **QUALIFICATIONS**

1. Candidates should possess:

   **A.** a Cambridge Higher School Certificate with passes at “Principal Level” in Mathematics and a Science subject obtained on one certificate or passes in Mathematics and a Science subject obtained on one certificate at the General Certificate of Education “Advanced Level”; and

   **B.** a degree from a recognised institution in one of the following subjects –
   
   - Biology
   - Microbiology
   - Biochemistry
   - Chemistry
   - Physics
   - Engineering (Chemical/Industrial/Communication/Environmental/Civil/Electrical/Renewable Energy/Electronic/Mechanical/Mechatronics/Manufacturing)
   - Textile Technology
   - Biomedical Sciences
   - Biotechnology
   - Information Technology
   - Food and Science Technology
   - Quality Assured Applied Chemical Analysis
   - Quality Management
   - Quality Assurance
OR

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

2. Candidates should –
   
   (i) be proactive and be able to work in a team; and
   
   (ii) be computer literate.

Note

Qualification at 1.A above should have been obtained prior to qualification at 1.B above. However, candidates who, as at 30 June 2003, did not possess the qualification at 1.A above will also be considered provided they hold -

(a) a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject; and

(b) a Master’s Degree or postgraduate diploma from a recognised institution in one of the fields at 1.B above.

OR

Equivalent qualifications to (a) and (b) above acceptable to the Public Service Commission.

Qualification at (a) under ‘Note’ should have been obtained prior to qualifications at 1.B above and at (b) under ‘Note’.

NOTE

1. Candidates should produce written evidence of knowledge claimed.

2. The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.

3. The Commission reserves the right to convene only the best qualified candidates for interview.
IV. ROLE AND RESPONSIBILITIES

To be responsible to the Accreditation Manager for ensuring that applicants and accredited conformity assessment bodies comply with the requirements of the Mauritius Accreditation Service (MAURITAS).

V. DUTIES AND SALARY

1. To process applications for accreditation, carry out document reviews, prepare assessment plans and associated documentation.

2. To follow up with conformity assessment bodies on matters pertaining to accreditation and its maintenance.

3. To follow up with lead assessors/technical assessors and experts for briefing sessions, conduct of assessments and review of corrective actions.

4. To carry out assessment visits and to act as lead assessor or assessor during assessment exercises and prepare reports.

5. To ensure that accredited conformity assessment bodies comply with the requirements of MAURITAS.

6. To produce and keep up-to-date a directory of accredited conformity assessment bodies.

7. To prepare articles, briefs and other promotional materials on MAURITAS.

8. To maintain and update the website and the Management Information System of MAURITAS.

9. To assist Assistant Accreditation Managers in the organisation of training courses and in the implementation of the Management System for MAURITAS.

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 Accreditation Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 24,425 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 a month plus salary compensation at approved rates.

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VI. MODE OF APPLICATION

1. Qualified candidates should 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 Chief Commissioner’s Office, Port Mathurin, Rodrigues or from the offices of the Mauritius High Commission/Embassies overseas.

2. Candidates already in the service should submit their application in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising/Responsible Officers.

3. This advertisement together with the application form (PSC Form 7) are available on the website of the Public Service Commission at http://psc.govmu.org

4. Candidates are encouraged to submit on-line application through the government web portal at http://www.govmu.org

5. Acknowledgement of applications will be made, as far as possible, by e-mail. Candidates are therefore advised to submit their e-mail address.

6. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS TO CANDIDATES” before filling in the application form. Care should be taken to fill in the application form correctly. Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the applicant.

VII. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m. on 10 March 2016.

Date: 19 February 2016