MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 54 OF 2015

Vacancies for Post of Safety and Health Officer/
Senior Safety and Health Officer
Ministry of Civil Service and Administrative Reforms

Applications are invited from qualified candidates who wish to be considered for appointment as Safety and Health Officer/Senior Safety and Health Officer in the Ministry of Civil Service and Administrative Reforms.

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

A. Candidates should possess a degree in Occupational Safety and Health from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –
   (i) possess communication and interpersonal skills; and
   (ii) be computer literate.

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. DUTIES AND SALARY

1. To be responsible to the Director, Safety and Health Unit through the Principal Safety and Health Officer for the performance of the following duties –
   (a) to inspect all places of work within the Civil Service, assess all risks and make recommendations thereon;
   (b) to facilitate compliance with legislation related to occupational safety and health in the Civil Service;
   (c) to assist in –
      (i) the preparation, elaboration and implementation of plans to maintain adequate safety and health measures;
      (ii) the formulation of policies relating to safety and health; and
      (iii) the development, implementation and monitoring of Occupational Safety and Health Management System.
(d) to advise on –

(i) all matters relating to safety and health and appropriate procedures to be followed in the event of serious and imminent dangers at work premises; and

(ii) the selection of personal protective equipment and any other safety related items.

(e) to design, plan and conduct training programmes in line with the requirements of occupational safety and health legislation in force;

(f) to audit and review any measure, method, procedure or technique adopted to ensure occupational safety and health at such intervals as required by safety and health legislation;

(g) to act as secretary to safety and health committees, as and when required;

(h) to identify hazards, evaluate the level of risk and advise on appropriate control measures and develop appropriate plans to mitigate the risk level;

(i) to report regularly to the Occupational Safety and Health Unit on progress in the implementation of projects/programmes for enhancing work environment;

(j) to enquire into all complaints related to occupational safety and health and recommend on any safety and health measures to be implemented;

(k) to carry out in-depth investigation on any work-related illness, occupational accident and incident and submit a report thereon together with corrective actions to be taken;

(l) to report on safety and health matters to the Principal Safety and Health Officer on a regular basis; and

(m) to perform such other duties as provided for in the Occupational Safety and Health Act and any other relevant legislation.

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

3. 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 Safety and Health Officer/Senior Safety and Health Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 17,675 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 49,775 a month plus salary compensation at approved rates.
V. **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 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.**

VI. **CLOSING DATE**

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. on Monday 05 October 2015.**

Date: 15 September 2015

Public Service Commission, 7, Louis Pasteur Street, **FOREST SIDE.**