Applications are invited from qualified candidates who wish to be considered for appointment as Assistant Accreditation Manager in 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.
**Note**

Qualification at A above should have been obtained prior to qualification at B above. However, candidates who, as at 30 June 2003, did not possess the qualification at 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 a postgraduate diploma from a recognised institution in one of the fields at 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 B and at (b) under ‘Note’ above.

2. Candidates should also –

(i) reckon at least three years’ post-qualification experience at management level in an accreditation/certification/inspection body or in a calibration/testing laboratory;

(ii) have communication and interpersonal skill; and

(iii) be computer literate.

**NOTE**

1. Candidates should produce written evidence of experience/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 assist in the effective and efficient implementation of the accreditation programmes offered by the Mauritius Accreditation Service (MAURITAS) in line with international standards.
V. **DUTIES AND SALARY**

1. To ensure that the laboratory, certification body and inspection body accreditation system of the Mauritius Accreditation Service complies with relevant international standards.

2. To develop and implement detailed policies and procedures for the operation of laboratory, certification body and inspection body accreditation system.

3. To process application for the laboratory, certification body and inspection body accreditation system, effect assessment visits and prepare assessment reports.

4. To act as lead assessor or assessor during assessment exercises and prepare reports.

5. To ensure that accredited laboratories, certification bodies and inspection bodies comply with the requirements of the Mauritius Accreditation Service.

6. To assist laboratories in the identification of appropriate proficiency testing and inter-laboratory comparisons.

7. To supervise, review and monitor the work of Accreditation Officers.

8. To maintain an up-to-date database of qualified assessors for the purpose of laboratory, certification body and inspection body accreditation system.

9. To carry out training courses for all accreditation stakeholders.

10. To promote accreditation in Mauritius.

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

12. 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 Assistant Accreditation Manager in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 35,400 x 1,200 – 36,600 x 1,500 – 54,600 a month.

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.gov.mu](http://psc.gov.mu)

4. On-line application can also be submitted through the government web portal at [http://www.gov.mu](http://www.gov.mu)

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

6. Candidates are 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 Thursday 06 June 2013.**

Date: 17 May 2013

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