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 the closing date for the 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 organize, 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.

2. The onus for the submission of written evidence of 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 failing the non-submission of written evidence of 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. ROLE 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 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 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 Monday 22 May 2017.

Date: 02 May 2017

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