Vacancies for Post of Employment Officer
Ministry of Labour, Industrial Relations, Employment and Training
(Employment Division)

Applications are invited from qualified officers who wish to be considered for appointment as Temporary Employment Officer in the Employment Division of the Ministry of Labour, Industrial Relations, Employment and Training.

II. QUALIFICATIONS

By selection from among serving officers who possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Public Service Commission.

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

NOTE

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo theoretical and on-the-job training in all aspects of the work of an Employment Officer for a period of at least six months. On satisfactory completion of the training and on being favourably reported upon, they will be considered for appointment as Employment Officer in a substantive capacity.

III. DUTIES AND SALARY

1. To register and interview jobseekers in accordance with established procedures and techniques.

2. To match applicants with vacancies notified to satisfy needs/demands of both employers and registered jobseekers.

3. To assist implementation agencies in the processing of overseas vacancies.

4. To collect and process labour market information obtained through industrial visits or by any other means.

5. To establish and maintain regular contacts with employers and registered training institutions.

6. To operate computer equipment for data entry, processing and retrieval of records.

7. To perform job analysis exercises and assist in the preparation of job descriptions in connection with the National Dictionary of Occupations.
8. To provide labour market information and guidance to jobseekers.

9. To carry out inspections relating to work permits and recruitment licences.

10. To assist the Senior Employment Officer in the performance of his duties.

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 Employment Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 13,175 \times 250 - 13,675 \times 300 - 15,475 \times 350 - 17,225 \times 450 - 19,475 \times 600 - 20,675 \times 750 - 29,675 \times 900 - 30,575 a month plus salary compensation at approved rates.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 13,175 a month plus salary compensation at the approved rate.

IV. 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. Applications should be submitted **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 circular together with the application form (PSC Form 7) are available on the website of the Public Service Commission at [http://psc.govmu.org](http://psc.govmu.org)

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

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.**
V. **CLOSING DATE**

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. on Wednesday 08 July 2015.**

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

Date: 18 June 2015