Vacancy for Post of Employment Officer
Rodrigues Regional Assembly (Employment)

Applications are invited from qualified officers of the Rodrigues Regional Assembly who wish to be considered for appointment as Employment Officer in the Rodrigues Regional Assembly (Employment).

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 (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered failing the non-submission of Equivalence Certificate, as appropriate, by the closing date.

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

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

5. To perform job analysis exercises and assist in the preparation of job descriptions in connection with the National Dictionary of Occupations.

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

7. To provide labour market information and guidance to jobseekers.

8. To carry out inspections relating to work permits and recruitment licences.
9. To assist the Senior Employment Officer in the performance of his duties.

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 Employment Officer in the roles ascribed to him.

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. They will draw a flat salary of Rs 14,875 a month or retain the salary of their substantive post, whichever is the higher.

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.

The permanent and pensionable post carries salary in scale Rs 14,875 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 33,425 a month.

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. 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

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

4. 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.
V. **CLOSING DATE**

Applications should reach the Island Chief Executive, Chief Commissioner’s Office, Port Mathurin, Rodrigues, **not later than 3.15 p.m. on Monday 07 November 2016.**

**IMPORTANT**

The post which falls under the Establishment of the Rodrigues Regional Assembly is restricted for service in Rodrigues only. Any request for transfer or promotion to any similar or other posts in Mauritius will not be considered at any stage from any person who is selected for appointment.

Date: 18 October. 2016

Public Service Commission, 7, Louis Pasteur Street, Forest Side, **MAURITIUS.**