Vacancies for Post of Scientific Officer (Assay and Gemmology)
Ministry of Industry, Commerce and Consumer Protection
(Industry Division)

Applications are invited from qualified officers of the Ministry of Industry, Commerce and Consumer Protection who wish to be considered for appointment as Scientific Officer (Assay and Gemmology) in the Industry Division of the Ministry.

II. QUALIFICATIONS

A. By selection from among officers who hold a substantive appointment in the grades of -

(i) Gemmologist; and

(ii) Technical Officer/Senior Technical Officer (Assay Office) who reckon at least four years’ service in a substantive capacity in the grade or an aggregate of at least four years’ service in a substantive capacity in the grade of Technical Officer/Senior Technical Officer (Assay Office) and the former grades of Senior Technical Officer (Assay Office) and/or Technical Officer (Assay Office) and who possess a degree in Chemistry or Chemical Engineering from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

(i) have good organising skills and administrative abilities; and

(ii) possess effective communication and interpersonal skills.

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 conduct testing and verification of gemstones according to ISO/IEC 17025 and other approved standards.

2. To enforce and ensure compliance with the provisions of the Jewellery Act and regulations in force.
3. To identify and grade gemstone, diamond and pearl according to ISO/IEC 17025 and other approved standards.

4. To supervise and co-ordinate the work of subordinate staff.

5. To carry out audits according to the requirements of accreditation schemes and other relevant standards.

6. To carry out inspection visits on the trade premises of jewellers.

7. To assist in the training of new recruits and subordinate staff.

8. To prepare and review the quality manual to ensure compliance with ISO/IEC 17025 and other relevant standards.

9. To maintain laboratory equipment in good condition and ensure their calibration, where applicable.

10. To supervise the collection and delivery of articles of jewellery, precious and semi-precious stones at the reception counter.

11. To prepare case files for prosecution and attend court, whenever required.

12. To maintain a safe and clean laboratory environment.

13. To ensure the availability of consumables and materials for use in the laboratory at all times.

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

15. 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 Scientific Officer (Assay and Gemmology) in the roles ascribed to him.

**Note**

Scientific Officers (Assay and Gemmology) may be required to work outside normal working hours including Sundays and Public Holidays.

The permanent and pensionable post carries salary in scale Rs 26,300 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 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. Applications should be submitted **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Permanent Secretary, Ministry of Industry, Commerce and Consumer Protection (Industry Division)

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. Candidates are encouraged to submit on-line application 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 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.**

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 11 August 2016.**

Date: 22 July 2016

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