PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 30 OF 2013

Vacancy for the Post of Director, Labour and Industrial Relations
Ministry of Labour, Industrial Relations and Employment

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

II. QUALIFICATIONS

By selection from among officers in the grade of Assistant Director, Labour and Industrial Relations who reckon at least two years’ service in a substantive capacity in the grade and who –

(a) demonstrate effective managerial and leadership skills; and

(b) possess excellent communication and interpersonal skills, and administrative abilities.

III. ROLE AND RESPONSIBILITIES

To be responsible for the administration of the Labour and Industrial Relations Division and the effective delivery of its technical and professional services within the respective legal framework.

IV. DUTIES AND SALARY

1. To advise on labour legislation and administration as well as on the formulation and development of national labour policies.

2. To be responsible to the Head of the Ministry for -

   (a) the overall administration and supervision of, and the co-ordination between, the technical services provided by the Labour and Industrial Relations Division;

   (b) ensuring the execution of the Ministry’s policy in the appropriate fields including representation on boards and committees;

   (c) effecting liaison with the Employment Relations Tribunal, the National Remuneration Board and the Commission for Conciliation and Mediation and other institutions, as may be directed;

   (d) the conception and supervision of training programmes for the Labour and Industrial Relations Division;

   (e) promoting the proper image of the Ministry; and

   (f) the prosecution of civil and criminal cases that may be entered by the different divisions at the Industrial Court.

3. To ensure the implementation of the Performance Management System in the Labour and Industrial Relations Division.

4. To use ICT in the performance of his duties.
5. 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 Director, Labour and Industrial Relations in the roles ascribed to him.

The permanent and pensionable post carries a salary of Rs 77,000 a month. However, for the year 2013 and the year 2014, the incumbent would draw salary at the discounted rate of Rs 76,300 and Rs 76,650 respectively, in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.

V. 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 Labour, Industrial Relations and Employment.

3. This circular together with the application form (PSC Form 7) are available on the website of the Public Service Commission at http://psc.gov.mu

4. On-line application can also be submitted through the government web portal at 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.

VI. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m. on 7 August 2013.

Date: 18 July 2013

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