Applications are invited from qualified officers of the Rodrigues Regional Assembly who wish to be considered for appointment as Officer-in-Charge, Consumer Protection in the Rodrigues Regional Assembly (Consumer Protection Division).

II. QUALIFICATIONS

By selection from among officers in the grade of Senior Consumer Protection Officer who reckon at least one year’s service in a substantive capacity in the grade and who possess –

(a) a diploma in Communication Studies or Legal Studies or Public Administration and Management or Management or Commerce or Social Work from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;

(b) leadership and administrative abilities;

(c) aptitude for quick problem-solving and decision-making;

(d) the ability to work under pressure; and

(e) strong communication and interpersonal skills.

III. ROLE AND RESPONSIBILITIES

To be responsible for the effective and efficient operation and administration of the Consumer Protection Division of the Rodrigues Regional Assembly in line with approved policies.

IV. DUTIES AND SALARY

1. To be responsible for –

   (i) the enforcement of all laws relating to supplies and consumer protection;

   (ii) planning, implementing and evaluating Consumer Education Programmes;

   (iii) the collection, compilation and analysis of relevant statistical data; and

   (iv) examining reports and returns submitted by subordinate staff.
2. To perform prosecution duties, as and when required, and issue prosecution orders.

3. To ensure follow-up on prosecution work.

4. To liaise with consumers and other organisations on matters relating to consumer protection.

5. To plan, co-ordinate and supervise all aspects of work of the Consumer Protection Division.

6. To represent the Consumer Protection Division of the Rodrigues Regional Assembly on appropriate Boards and Committees.

7. To assist in the preparation of draft legislations relating to consumer protection.

8. To ensure the implementation of the Performance Management System in the Consumer Protection Division.

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

10. 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 Officer-in-Charge, Consumer Protection in the roles ascribed to him.

**Note**

The Officer-in-Charge, Consumer Protection may be required to work outside normal working hours, including Sundays and Public Holidays.

The permanent and pensionable post carries salary in scale Rs 30,575 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 49,775 a month. However, for the year 2013 and the year 2014, the incumbent would draw salary at the discounted rate 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. 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
3. Acknowledgement of applications will be made as far as possible by e-mail. Candidates are therefore encouraged to submit their e-mail address.

4. 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 Island Chief Executive, Chief Commissioner’s Office, Port Mathurin, Rodrigues, not later than 3.15 p.m. on Monday 30 December 2013.

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.

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

Date: Monday 16 December 2013.