PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 8 OF 2014

Vacancies for Post of Principal Safety and Health Officer
Ministry of Civil Service and Administrative Reforms

Applications are invited from qualified officers of the Ministry of Civil Service and Administrative Reforms who wish to be considered for appointment as Principal Safety and Health Officer in the Ministry.

II. QUALIFICATIONS

By selection from among officers in the grade of Safety and Health Officer/Senior Safety and Health Officer who reckon at least four years’ service in a substantive capacity in the grade and who-

(a) are conversant with current legislation and practices related to safety and health;

(b) have good communication, supervisory, organising and interpersonal skills; and

(c) are able to motivate and lead a team.

III. ROLE AND RESPONSIBILITIES

To assist in the promotion of an occupational safety and health culture in the Civil Service in line with the provisions of the Occupational Safety and Health Act.

IV. DUTIES AND SALARY

1. To supervise, direct, plan and co-ordinate safety and health activities.

2. To carry out regular and systematic inspection of work places to ensure compliance with provisions of legislation relating to safety and health.

3. To carry out research and/or survey on occupational safety and health.

4. To represent the Ministry in court cases pertaining to occupational accidents and/or other safety and health related issues.

5. To participate in safety and health committees and such meetings, as may be required.

6. To design, plan and conduct training programmes.

7. To guide, supervise and co-ordinate the work of subordinate staff.

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

9. 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 Principal Safety and Health Officer in the roles ascribed to him.
The permanent and pensionable post carries salary in scale Rs 28,925 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 54,275 a month. However, for the year 2014, incumbents 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. Applications should be submitted in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms.

3. This circular together with 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 Wednesday 09 April 2014.

Date: 20 March 2014