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

II. QUALIFICATIONS

1. By selection from among—

   A. candidates who –

   (i) 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”; and

   (ii) possess a degree in Law from a recognised institution.

   OR

   Equivalent qualifications to A(i) and A(ii) above acceptable to the Public Service Commission; and

   (iii) are computer literate.

Note

Qualification at A(i) above should have been obtained prior to qualification at A(ii) above. However, candidates who, as at 30 June 2003, did not possess the qualification at A(i) above, will also be considered provided they hold –

   (a) a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject; and

   (b) a Master’s Degree or a postgraduate diploma from a recognised institution in the field at A(ii) above.

   OR

   Equivalent qualifications to (a) and (b) above acceptable to the Public Service Commission.

Qualification at (a) under ‘Note’ should have been obtained prior to qualification at A(ii) above and at (b) under ‘Note’.
AND

B. officers in the grades of –

(i) Deputy Registrar of Associations; and

(ii) Principal Inspector of Associations who reckon at least six years’ service in a substantive capacity in the grade.

2. Candidates should also –

(i) have a strong personality and a marked ability to exercise the statutory powers of supervision and enforcement in respect of registered associations and trade unions;

(ii) possess sound administrative and organisational ability;

(iii) have good communication and interpersonal skills; and

(iv) have the ability to lead and motivate a large staff.

NOTE

1. Candidates should produce written evidence of knowledge claimed.

2. The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.

3. The Commission reserves the right to convene only the best qualified candidates for interview.

III. ROLE AND RESPONSIBILITIES

To be responsible for the registration and rules of associations, trade unions and other related organisations and ensure that they operate within respective legal framework.

IV. DUTIES AND SALARY

1. To advise the Ministry on –

   (i) the provisions of legislation relating to trade unions, registered associations and superannuation funds;

   (ii) the formulation, review and updating of those legislation and other related legislation, as appropriate; and

   (iii) the development of effective policies with respect to the registration of associations, trade unions and superannuation funds.
2. To be responsible to the Head of the Ministry for –

(a) the efficient management of the Registry of Associations;

(b) the administration of legislation relating to trade unions, registered associations and superannuation funds;

(c) the examination and interpretation of the rules of associations, of trade unions and superannuation funds and relevant legislation and giving such advice and assistance as may be necessary to the organisations concerned;

(d) the implementation and enforcement of legislation relating to trade unions, associations and superannuation funds, including –

(i) arbitration of disputes between members and their associations arising from the administration of such legislation;

(ii) holding of inquiries into the affairs and conduct of registered associations and superannuation funds;

(iii) the checking and auditing of accounts of trade unions and registered associations and the assessment, exemption and levying of any annual contributions payable by registered associations; and

(iv) attending court in connection with criminal and civil matters, whenever required.

(e) the conception, organisation and supervision of training programmes for the staff of the Registry of Associations and for officers of registered associations and trade unions; and

(f) the review and streamlining of registration procedures.

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

4. 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 Registrar of Associations in the roles ascribed to him.

The permanent and pensionable post carries a salary of Rs77,000 a month. However, for the year 2014, the incumbent would draw salary at the discounted rate of Rs76,650 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 15 October 2014.

Date: …25 September 2014

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