PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 39 OF 2014

Vacancy for the Post of Senior Careers Counsellor
Ministry of Education and Human Resources

Applications are invited from qualified officers who wish to be considered for appointment as Senior Careers Counsellor in the Ministry of Education and Human Resources.

II. QUALIFICATIONS

By selection from among officers in the grade of Careers Counsellor having at least three years service in a substantive capacity in the grade and who possess –

(a) good organising and administrative abilities; and

(b) communication and interpersonal skills.

III. DUTIES AND SALARY

1. To assist the Principal Careers Counsellor in the performance of his duties.

2. To plan the Careers Guidance Programme and supervise its implementation in schools.

3. To carry out research in the area of careers education and guidance.

4. To liaise regularly with the Ministry of Finance and Economic Development regarding manpower requirements.

5. To be responsible for the organisation of seminars and workshops relating to Careers Guidance.

6. To represent the Ministry on relevant committees.

7. To perform such cognate duties as may be assigned.

The permanent and pensionable post carries salary in scale Rs 36,575 x 1,200 – 37,775 x 1,500 – 58,775 a month. However, for 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.
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 Senior Chief Executive, Ministry of Education and Human Resources.

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.

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 01 October 2014.

Date: 11 September 2014

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