

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 37 OF 2021

Vacancies for Post of Labour and Industrial Relations Officer Ministry of Labour, Human Resource Development and Training

Applications are invited from qualified officers who wish to be considered for appointment as Labour and Industrial Relations Officer in the Ministry of Labour, Human Resource Development and Training.

II. QUALIFICATIONS

By selection from among serving officers who hold a substantive appointment and who possess a diploma in Human Resource Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

Note

The onus for the submission of equivalence of qualifications (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of Equivalence Certificate, as appropriate, by the closing date.

NOTE 1

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo on-the-job training in all aspects of labour administration and industrial relations for a period of at least six months. After satisfactory completion of the six-month on-the-job training and on being favourably reported upon, they will be considered for appointment as Labour and Industrial Relations Officer in a substantive capacity.

NOTE 2

Labour and Industrial Relations Officers who possess the Diploma in Human Resource Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission will be allowed to progress beyond the Qualification Bar (QB) in the salary scale of the post.

III. DUTIES AND SALARY

1. To inspect places of employment so as to secure compliance with statutory orders and other provisions of Labour legislation.
2. To assist workers and employers by tendering advice and information regarding the provisions of Labour legislation in general.
3. To deal with labour complaints, including workfare programme cases, and to carry out appropriate investigations.

4. To deal with, and to promote the settlement of disputes not yet reported to the President of the Commission for Conciliation and Mediation.
5. To assist in the collection and keeping of statistical information.
6. To use ICT in the performance of his duties.
7. 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 Labour and Industrial Relations Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 16,725 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 35,275 QB 36,200 x 925 – 37,125 x 1,225 – 39,575 a month.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 16,725 a month.

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 Public Service, Administrative and Institutional 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 Commissions/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 their respective Supervising Officer/Responsible Officer.
3. This circular together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at **<https://psc.govmu.org>**
4. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
5. Candidates are also 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 candidate.**

V. CLOSING DATE

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours (local time) on Tuesday 21 September 2021**. Applications received after the specified closing date and time will **not** be considered.

Date: 01 September 2021

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