

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 36 of 2021

Vacancy for Post of Principal Inspector of Associations **Ministry of Labour, Human Resource Development and Training**

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

II. QUALIFICATIONS

By selection from among officers in the grade of Senior Inspector of Associations who reckon at least three years' service in a substantive capacity in the grade and who –

- (a) have a sound knowledge of -
 - (i) legislation relating to trade unions, registered associations and superannuation funds; and
 - (ii) accounting and auditing procedures of trade unions, associations and superannuation funds;
- (b) possess organising and administrative skills; and
- (c) possess good communication and leadership skills.

III. ROLE AND RESPONSIBILITIES

To assist the Registrar of Associations in the enforcement of legislation pertaining to the Registry of Associations.

IV. DUTIES AND SALARY

1. To assist the Deputy Registrar of Associations in the discharge of his duties and in particular to be responsible for –
 - (a) the organisation of training and the training of staff and office bearers of registered associations, trade unions and superannuation funds;
 - (b) supervising and monitoring the work of subordinate staff;
 - (c) ensuring that registers of trade unions, associations and superannuation funds are kept up-to-date;
 - (d) compiling all statistical information relating to registered associations, trade unions and superannuation funds;
 - (e) ensuring that draft rules submitted by trade unions, registered associations and superannuation funds comply with the provisions of the relevant enactments;

- (f) carrying out enquiries, inspections and enforcing legislation as required; and
 - (g) attending trade unions cases at the Employment Relations Tribunal.
2. To use ICT in the performance of his duties.
 3. 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 Principal Inspectors of Associations in the roles ascribed to them.

The permanent and pensionable post carries salary in scale Rs 31,725 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 54,825 a month.

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 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 the Permanent Secretary, Ministry of Labour, Human Resource Development and Training.
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.**

VI. CLOSING DATE

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

Date: 26 August 2021

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