

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 55 OF 2021

Vacancy for Post of Safety and Health Officer/Senior Safety and Health Officer Ministry of Public Service, Administrative and Institutional Reforms

Applications are invited from qualified candidates who wish to be considered for appointment as Safety and Health Officer/Senior Safety and Health Officer in the Ministry of Public Service, Administrative and Institutional Reforms.

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their **40th** birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

- A. Candidates should possess a diploma in Occupational Health and Safety or Occupational Safety and Health Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) possess sound communication and interpersonal skills; and
 - (ii) be computer literate.

NOTE

1. Candidates should produce written evidence of knowledge claimed.
2. **The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (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 written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**
3. Candidates may be required to sit for a written examination as part of the selection process.
4. The Commission reserves the right:
 - (i) to convene **only** the best qualified candidates for interview; and
 - (ii) not to make any appointment following this advertisement.

IV. DUTIES AND SALARY

1. To be responsible to the Director, Safety and Health Unit through the Principal Safety and Health Officer for the performance of the following duties –
 - (a) to inspect all places of work within the Civil Service, assess all risks and make recommendations thereon;
 - (b) to facilitate compliance with legislation related to occupational safety and health in the Civil Service;
 - (c) to assist in –
 - (i) the preparation, elaboration and implementation of plans to maintain adequate safety and health measures;
 - (ii) the formulation of policies relating to safety and health; and
 - (iii) ensuring that appropriate mechanism for the effective planning, organising, controlling, monitoring and reviewing of preventive and protective measures are established.
 - (d) to advise on the selection of personal protective equipment and any other safety related items;
 - (e) to act as secretary to safety and health committees, as and when required;
 - (f) to report regularly to the Occupational Safety and Health Unit on progress in the implementation of projects/programmes for enhancing work environment;
 - (g) to report on safety and health matters to the Principal Safety and Health Officer on a regular basis; and
 - (h) to perform such other duties as provided for in the Occupational Safety and Health Act and any other relevant legislation.
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 the Safety and Health Officer/Senior Safety and Health Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1, 525 – 45,375 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. Candidates already in the service **should** submit their application **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 advertisement 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 hours (local time) on Monday 27 September 2021.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 07 September 2021

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