

## **PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 54 OF 2021**

### **Vacancy for Post of Consumer Affairs Officer** **Rodrigues Regional Assembly (Consumer Protection Division)**

Applications are invited from qualified officers of the Rodrigues Regional Assembly who wish to be considered for appointment as Consumer Affairs Officer in the Rodrigues Regional Assembly (Consumer Protection Division).

#### **II. QUALIFICATIONS**

By selection from among serving officers drawing salary in a scale the maximum of which is not less than salary point of Rs 32,500 and who reckon at least four years' service in a substantive capacity in their respective grades and who –

- (i) possess a diploma in Economics or Commerce or Sociology or Management or Law or Communication Studies or Legal Studies or Public Administration and Management or Management or Social Work or Social Studies or Business Studies or Business Administration from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
- (ii) have an aptitude for inspection and enforcement work; and
- (iii) have sound interpersonal and communication skills.

#### **NOTE**

**The onus for the submission of 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 Equivalence Certificate, as appropriate, by the closing date.**

#### **III. DUTIES AND SALARY**

1. To carry out checks and inspections on trade premises generally, including wholesale and retail dealers, markets, bakeries, trade fairs and fairs.
2. To assist in the preparation and conduct of the Consumer Education Programmes/Campaigns, deliver talks to consumers directly and through the media and in the preparation of leaflets and booklets in relation to consumer education.
3. To enforce all laws relating to supplies and consumer protection.
4. To process applications and renewal of traders' cards and warehouse licences, register all checks and enquiries.
5. To make enquiries, collect and process data and monitor the costing, price, supply and distribution of both controlled and non-controlled commodities.

6. To prepare reports on activities and checks effected.
7. To receive complaints from the public in general and to carry out enquiries, initiate any remedial action and maintain regular contact with consumers until completion of enquiries.
8. To collect samples of goods for testing, as and when required.
9. To carry out research and surveys on consumer affairs issues.
10. To perform prosecution duties and attend court, as and when required.
11. To use ICT in the performance of his duties.
12. 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 Consumer Affairs Officer in the roles ascribed to him.

### **Note**

Consumer Affairs Officers may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.

The permanent and pensionable post carries salary in scale Rs 22,575 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 43,850 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. 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>**
3. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
4. 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 Island Chief Executive, Chief Commissioner's Office, Port Mathurin, Rodrigues **not later than 15 15 hours (local time) on Wednesday 03 November 2021**. Application Forms received after the specified closing date and time will **not** be considered.

**IMPORTANT**

The post which falls under the Establishment of the Rodrigues Regional Assembly is restricted for service in Rodrigues only. Any request for transfer or promotion to any similar or other posts in Mauritius will not be considered at any stage from any person who is selected for appointment.

**Date: 14 October 2021**

Public Service Commission,  
7, Louis Pasteur Street,  
Forest Side,  
**MAURITIUS.**