

Vacancy for Post of Deputy Director, Labour and Industrial Relations
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 Deputy Director, Labour and Industrial Relations in the Ministry.

II. QUALIFICATIONS

By selection from among officers in the grade of Assistant Director, Labour and Industrial Relations who reckon at least two years' service in a substantive capacity in the grade and who –

- (i) possess good leadership, organising and administrative skills;
- (ii) possess good interpersonal and communication skills;
- (iii) have a high sense of initiative and are proactive; and
- (iv) have a sound knowledge of the provisions of the Employment Rights Act, Employment Relations Act and any other labour and industrial relations legislation.

III. ROLE AND RESPONSIBILITIES

To assist the Director, Labour and Industrial Relations in the administration of the Labour and Industrial Relations Division and the effective delivery of its technical and professional services within the respective framework.

IV. DUTIES AND SALARY

1. To be responsible to the Director, Labour and Industrial Relations and assist him in -
 - (a) the management of the Labour and Industrial Relations Division, including the provision of industrial psychological services;
 - (b) the coordination of work of officers of the Labour and Industrial Relations Cadre;
 - (c) the implementation of policies and enforcement of legislation relating to labour and industrial relations;
 - (d) the timely execution of labour and industrial relations policies; and
 - (e) the continuous upgrading of the services provided by the Division.

2. To deputise for the Director, Labour and Industrial Relations, as and when required.
3. To train and guide officers of the Labour and Industrial Relations Division for enhancement of the operational efficiency and effectiveness.
4. To advise on labour legislation, standards and administration as well as on the formulation and development of national labour and industrial relations policies.
5. To design and organise appropriate training and development programmes for officers of the Labour and Industrial Relations Division.
6. To liaise with the Employment Relations Tribunal, the National Remuneration Board, the Commission for Conciliation and Mediation and other institutions, as may be directed.
7. To ensure proper staffing and deployment of officers of the Labour and Industrial Relations Cadre in the different units, after consultation with the Director, Labour and Industrial Relations.
8. To use ICT in the performance of his duties.
9. 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 Deputy Director, Labour and Industrial Relations in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 x 2,000 – 75,800 x 2,150 – 80,100 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 hours (local time) on Thursday 16 December 2021.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 26 November 2021

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