

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 22 OF 2022

Vacancy for Post of Deputy Registrar, Employment Relations Tribunal
Employment Relations Tribunal

Applications are invited from qualified officers who wish to be considered for appointment as Deputy Registrar, Employment Relations Tribunal in the Employment Relations Tribunal.

Note: Candidates who applied for the post in response to Public Service Commission Circular Note No. 75 of 2019 dated 27 February 2020 should submit fresh applications.

II. QUALIFICATIONS

A. By selection from among –

- (a) serving officers who reckon at least three years' service in a substantive capacity in their respective grades and who possess a diploma in Legal Studies from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

AND

(b) candidates who –

- (i) possess a diploma in Legal Studies from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
- (ii) reckon at least three years' experience in registry work; and
- (iii) are computer literate.

B. Candidates should –

- (i) possess effective managerial skills;
- (ii) have the ability to organise and meet tight deadlines;
- (iii) have a high sense of responsibility, trustworthiness, discretion and integrity; and
- (iv) possess sound interpersonal and communication skills.

NOTE

1. Candidates should produce written evidence of experience/knowledge claimed.

2. **The onus for the submission of written evidence of experience/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 experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**
3. Candidates may be required to take part in a written examination.
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.

III. ROLE AND RESPONSIBILITIES

To assist in the effective and efficient management of the Employment Relations Tribunal.

IV. DUTIES AND SALARY

1. To assist the Registrar, Employment Relations Tribunal in the performance of his duties.
2. To receive and process disputes and appeals, as and when required.
3. To prepare and issue Notice of Hearing, Summons Orders and similar processes.
4. To prepare minutes of Tribunal proceedings, as and when required and take charge of court records.
5. To classify and keep custody of office files and case records.
6. To tax witnesses' attendance documents, as and when required.
7. To ensure the proper handling and safeguarding of evidence and keep control of Exhibits produced in Court.
8. To administer oath to witnesses and call cases before the Tribunal.
9. To prepare cause lists and daily rolls.
10. To despatch awards to parties and arrange for their publication in the Government Gazette.
11. To collect information, data and materials as may be required by the President of the Tribunal and the Registrar, Employment Relations Tribunal.

12. To use ICT in the performance of his duties.
13. 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 Registrar, Employment Relations Tribunal in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1300 – 44,800 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. Application Forms 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.**

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 05 May 2022.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 15 April 2022

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