

## **PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO 24 OF 2022**

### **Vacancies for Post of Consumer Affairs Officer** **Ministry of Commerce and Consumer Protection**

Applications are invited from qualified officers who wish to be considered for appointment as Consumer Affairs Officer in the Ministry of Commerce and Consumer Protection.

#### **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 37,450 and who reckon at least four years' service in a substantive capacity in their respective grade 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 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, 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 the scale Rs 24,475 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 a month.

**IV. MODE OF APPLICATION**

1. Qualified candidates should submit their application **electronically** via the website of the Public Service Commission at the following address: **<https://psc.govmu.org>**
2. Candidates are requested to follow the procedures that can be accessed through the **“How to Apply”** option on the above address.
3. Candidates **should** also submit a printed copy of their Application Form, **duly signed**, through their respective Supervising Officer/Responsible Officer.
4. For queries regarding **Username and Password**, the Government Online Centre (GOC) may be contacted on the e-mail address **support@ncb.mu** or on phone number **454 9955**.

5. For **technical support and other queries**, the helpdesk of the Public Service Commission may be contacted on the e-mail address **pdsc@govmu.org** or phone number **670 9705** or fax number **670 3417**.
6. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)”** before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

**V. CLOSING DATE**

Online Applications should be submitted **not later than 15 00 hours (local time) on Tuesday 10 May 2022.** Applications received after the specified closing date and time will **not** be considered.

**Date: 20 April 2022**

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