

## **PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 65 OF 2023**

### **Vacancy for Post of Head, Consumer Affairs Unit Ministry of Commerce and Consumer Protection**

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

#### **II. QUALIFICATIONS**

By selection from among officers of the Consumer Affairs Cadre who-

- (i) possess a degree 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 or a joint degree in either two of the above mentioned subjects, from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
- (ii) reckon at least twelve years' experience in the Cadre inclusive of at least two years at supervisory level;
- (iii) are conversant with the latest trends in the field of consumer affairs, consumer protection legislation, policies and programmes on related issues; and
- (iv) have excellent leadership, communication and managerial 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.**

#### **III. ROLE AND RESPONSIBILITIES**

To be responsible for the efficient and effective operation and administration of the Consumer Affairs Unit and to ensure the effective implementation of all consumer protection laws and any other related regulations.

#### **IV. DUTIES AND SALARY**

1. To plan, coordinate and supervise all aspects of work of the Consumer Affairs Unit.

2. To advise the Ministry on consumer protection and consumer education strategies and policies and to elaborate a comprehensive national programme for consumer protection and be responsible for its implementation and evaluation.
3. To ensure that all relevant consumer protection laws and regulations are properly enforced.
4. To advise on the preparation of draft legislation relating to consumer protection.
5. To ensure the collection, compilation and analysis of relevant statistics.
6. To liaise with consumers and consumer organisations on matters relating to consumer protection and education.
7. To devise and provide appropriate in-service training to staff.
8. To represent the Ministry on appropriate Boards and Committees.
9. To attend court, as and when required.
10. 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 Head, Consumer Affairs Unit in the roles ascribed to him.

**Note**

The Head, Consumer Affairs Unit 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 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 – 77,950 a month.

**V. 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 the Permanent Secretary, Ministry of Commerce and Consumer Protection.
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.**

## **VI. CLOSING DATE**

Online Applications should be submitted **not later than 15 00 hours (local time) on Monday 04 September 2023**. Applications received after the specified closing date and time will **not** be considered.

**Date: 15 August 2023**

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