

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 94 OF 2023

Vacancy for Post of Accreditation Manager **Ministry of Industrial Development, SMEs and Co-operatives** **(Industrial Development Division)**

Applications are invited from qualified officers of the Ministry of Industrial Development, SMEs and Co-operatives who wish to be considered for appointment as Accreditation Manager in the Ministry.

II. QUALIFICATIONS

By selection from among officers in the grade of Assistant Accreditation Manager who reckon at least four years' service in a substantive capacity in the grade and who –

- (i) possess good interpersonal and communication skills;
- (ii) possess administrative and managerial skills;
- (iii) have a sound knowledge in quality assurance and conformity assessment; and
- (iv) are able to plan, conduct quality system audits and manage a team of auditors.

III. ROLE AND RESPONSIBILITIES

To be responsible for the effective and efficient implementation of accreditation programmes offered by the Mauritius Accreditation Service (MAURITAS) in line with international standards.

IV. DUTIES AND SALARY

1. To be responsible for the performance of the following duties –

(i) For Laboratories and Inspection

- (a) To provide technical inputs on Laboratory and Inspection Body accreditation matters to the MAURITAS Advisory Council and to Sub-Committees set up by the Council.
- (b) To prepare projects, plans and develop strategies for the implementation of policies and procedures for the operation of Laboratory and Inspection Body accreditation activities.

- (c) To review, submit comments and recommend vote on accreditation standards, documents and guidelines from the International Laboratory Accreditation Cooperation (ILAC).

(ii) For Quality and Certification

- (a) To report to the Director, MAURITAS on all matters pertaining to the quality system.
 - (b) To provide technical inputs on Certification Body accreditation matters to the MAURITAS Advisory Council and to Sub-Committees set up by the Council.
 - (c) To prepare projects, plans and develop strategies for the implementation of policies and procedures for the operation of Certification Body accreditation activities.
 - (d) To be responsible for the establishment and maintenance of a quality system according to international standards.
 - (e) To ensure that the quality system as documented in the Quality Manual is continually reviewed, maintained, controlled and updated.
 - (f) To organise internal audits and train new internal auditors.
 - (g) To review, submit comments and recommend vote on accreditation standards, documents and guidelines from the International Accreditation Forum (IAF).
2. To ensure that the accreditation system of the MAURITAS complies with the relevant international standards and guidelines.
 3. To supervise, review and monitor the work of Assistant Accreditation Managers in respect of application for Laboratory and Inspection Body or Certification Body accreditation activities.
 4. To act as lead assessor or assessor during Laboratory and Inspection Body or Certification Body assessment exercises.
 5. To prepare reports, newsletters and other information and communication briefs on Laboratory and Inspection Body or Certification Body accreditation activities at national, regional and international levels.

6. To assist the Director, MAURITAS in the –
 - (i) development of budgetary plans, business plans and strategies for Laboratory and Inspection Body or Certification Body accreditation activities; and
 - (ii) organisation of training courses, seminars and workshops related to Laboratory and Inspection Body or Certification Body accreditation.
7. To review and ensure that accurate information on Laboratory and Inspection Body or Certification Body accreditation are maintained on the MAURITAS website.
8. To provide technical inputs on Laboratory and Inspection Body or Certification Body accreditation matters and to be involved in all activities pertaining thereto at the SADC and other regional blocks.
9. To promote accreditation in Mauritius.
10. To use ICT in the performance of his duties.
11. 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 Accreditation Manager 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 – 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 Industrial Development, SMEs and Co-operatives.
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 20 November 2023**. Applications received after the specified closing date and time will **not** be considered.

Date: 31 October 2023

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