

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 17 OF 2024

Vacancy for Post of Careers Counsellor Ministry of Labour, Human Resource Development and Training (Human Resource Development and Training Division)

Applications are invited from qualified candidates who wish to be considered for appointment as Careers Counsellor in the Ministry of Labour, Human Resource Development and Training (Human Resource Development and Training Division).

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their **45th** birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

- A. Candidates should possess a degree in Counselling from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) possess sound knowledge of the evolutions of the labour market and industry sector;
 - (ii) possess good communication and interpersonal skills; and
 - (iii) be computer literate.

NOTE

1. Candidates should produce written evidence of knowledge claimed.
2. **The onus for the submission of written evidence of 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 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.

IV. DUTIES AND SALARY

1. To assist in the organisation of an employment and training information service for the benefit of students as well as the emerging workforce.
2. To advise, guide and counsel students on employment prospects, training and further education possibilities, both locally and abroad.
3. To assist in the planning, organisation and implementation of careers education in educational and training institutions.
4. To provide relevant information to prospective undergraduates and the public in general on opportunities available for tertiary education, both locally and abroad.
5. To develop close contacts with employers, training providers and higher education institutions as the basis for obtaining and disseminating updated occupational and industrial information and to inform employers of the availability of young persons and of training facilities to be offered.
6. To arrange visits for students to enterprises.
7. To arrange for resource persons to talk on issues related to careers education.
8. To deliver talks in schools on issues related to careers education.
9. To assist and carry out research into employment opportunities in collaboration with relevant Ministries/Departments and private sector organisations.
10. To form part of curriculum, training, advisory and other relevant committees, as and when required.
11. To organise counselling and careers guidance sessions for the workforce.
12. To use updated Labour Market Information System.
13. To organise careers information activities/events in educational and training institutions.
14. To use ICT in the performance of his duties.
15. 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 Careers Counsellor in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 28,225 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 62,700 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. Candidates already in service **should** submit their Application Form **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 advertisement together with the Application Form (PSC Form 7) are also 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 Monday 08 April 2024.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 19 March 2024

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