

**PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 44 OF 2025**

**Vacancy for Post of Deputy Director, National Employment Department**  
**Ministry of Labour and Industrial Relations**  
**(Employment Division)**

Applications are invited from qualified officers of the Ministry of Labour and Industrial Relations (Employment Division) who wish to be considered for appointment as Deputy Director, National Employment Department in the Ministry.

**II. QUALIFICATIONS**

By selection from among officers in the grade of Chief Employment Coordinator who reckon at least three years' service in a substantive capacity in the grade or an aggregate of at least three years' service in a substantive capacity in the grade of Chief Employment Coordinator and the former grade of Chief Employment Officer and who –

- (i) possess good managerial and leadership skills; and
- (ii) are proactive and have the ability to meet tight deadlines.

**NOTE**

Deputy Directors, National Employment Department who possess a degree in Human Resource Management or Public Administration or Management or Counselling or Psychology or Economics or Statistics or Marketing from a recognised institution or an equivalent qualification acceptable to the Public Service Commission will be allowed to progress beyond the Qualification Bar (QB) provided in the salary scale for the post.

**III. ROLE AND RESPONSIBILITIES**

To assist the Director, National Employment Department in the administration of the National Employment Department and the effective delivery of its technical and professional services within the respective framework.

**IV. DUTIES AND SALARY**

1. To deputise for the Director, National Employment Department, as and when required.
2. To be responsible to the Director, National Employment Department and assist him in the performance of the following duties –
  - (i) dissemination of labour market information on the demand and supply of skills to local employers, jobseekers and training institutions;

- (ii) timely execution of the policy of the Ministry with regard to employment and training and to employment schemes/projects; and
  - (iii) facilitation in the employment of jobseekers and ensuring that jobseekers are able to find employment that meet their aspirations.
3. To be responsible for –
- (i) all operational activities at the main office and the Regional Employment Offices in relation to service delivery to jobseekers and employers;
  - (ii) the setting up and management of the National Employment Dashboard;
  - (iii) ensuring that the information published on the website of the Ministry related to National Employment Department are relevant and up-to-date;
  - (iv) the organisation and running of capacity building programmes for officers of the National Employment Department;
  - (v) the implementation of ISO 9001:2015 standards;
  - (vi) labour market research and studies;
  - (vii) the enforcement of the provisions regarding all relevant legislation pertaining to the activities of the National Employment Department; and
  - (viii) the communication, marketing and publications pertaining to the activities of the National Employment Department.
4. To ensure that the National Classification of Occupations is updated.
5. To represent the Ministry on Boards and Committees, as and when required.
6. To use ICT in the performance of his duties.
7. 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 Director, National Employment Department in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 40,300 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 66,200 QB 68,000 x 1,800 – 69,800 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 and Administrative 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 the Permanent Secretary, Ministry of Labour and Industrial Relations (Employment Division).
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 Wednesday 27 August 2025.** Application Forms received after the specified closing date and time will **not** be considered.

**Date: 07 August 2025**

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