

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 52 OF 2025

Vacancy for Post of Deputy Director, Occupational Safety and Health
Ministry of Labour and Industrial Relations
(Labour Division)

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

II. QUALIFICATIONS

By selection from among officers in the grade of Chief Occupational Safety and Health Officer and Head, Specialist Support Services who reckon at least two years' service in a substantive capacity in their respective grade and who –

- (i) have an in-depth knowledge of the provisions of the Occupational Safety and Health Act and any other related safety and health legislation;
- (ii) possess good leadership and managerial skills;
- (iii) possess strong interpersonal and communication skills; and
- (iv) have the ability to work under pressure and meet tight deadlines.

III. ROLE AND RESPONSIBILITIES

To assist the Director, Occupational Safety and Health in the management of the Occupational Safety and Health Division and the effective delivery of its technical and professional services within the respective framework.

IV. DUTIES AND SALARY

- 1. To be responsible to the Director, Occupational Safety and Health and assist him in the –
 - (a) dissemination of information on Occupational Safety and Health;
 - (b) preparation of advisory literature on Occupational Safety and Health;
 - (c) timely investigation of notifiable accidents at work and the lodging of criminal cases against employers at the Industrial Court; and
 - (d) ensuring that reforms and change management initiatives in the field of Occupational Safety and Health are carried out effectively.

2. To deputise for the Director, Occupational Safety and Health, as and when required.
3. To monitor the day-to-day management and administration of the Occupational Safety and Health Division.
4. To train and guide officers of the Occupational Safety and Health Division for enhancement of operational efficiency and effectiveness.
5. To ensure proper staffing and deployment of officers of the Occupational Safety and Health Division in the different units, after consultation with the Director, Occupational Safety and Health.
6. To formulate and implement policies, procedures, strategies and legislation relating to Occupational Safety and Health, code of practice, standards and guidelines.
7. To design and organise appropriate training and development programmes and keep under review the training needs of the officers as well as other stakeholders.
8. To coordinate projects on occupational safety and health issues.
9. To use ICT in the performance of his duties.
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 Deputy Director, Occupational Safety and Health in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 52,550 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 x 2,000 – 75,800 x 2,150 – 82,250 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 (Labour 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 Monday 08 September 2025.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 19 August 2025

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