

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 66 OF 2025

Vacancy for Post of Assistant Director, Safety and Health Unit **Ministry of Public Service and Administrative Reforms**

Applications are invited from qualified officers of the Ministry of Public Service and Administrative Reforms who wish to be considered for appointment as Assistant Director, Safety and Health Unit in the Ministry.

II. QUALIFICATIONS

By selection from among officers in the grade of Principal Safety and Health Officer who reckon at least three years' service in a substantive capacity in the grade and who –

- (i) possess a degree in Occupational Health and Safety or Occupational Safety and Health Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
- (ii) have a sound knowledge of the provisions of the Occupational Safety and Health Act and any other related safety and health legislation;
- (iii) possess strong administrative and organising skills; and
- (iv) have effective training abilities.

NOTE

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) rest with the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equalivalence Certificate, as appropriate, by the closing date.

III. ROLE AND RESPONSIBILITIES

To assist in the promotion of an occupational safety and health culture through the implementation of Occupational Safety and Health Management System in the Civil Service and in ensuring compliance with the provisions of Occupational Safety and Health Act.

IV. DUTIES AND SALARY

1. To deputise for the Director, Safety and Health Unit, as and when required.

2. To be responsible to the Director, Safety and Health Unit in the performance of the following duties –
 - (a) to assist –
 - (i) in the day-to-day management of the Occupational Safety and Health Unit and ensuring that resources are being utilised in the most efficient and effective manner;
 - (ii) management on strategic and technical matters relating to occupational safety and health in the Civil Service, including the formulation of policies;
 - (iii) in evaluating the effectiveness of occupational safety and health strategies and policies and propose corrective measures; and
 - (iv) management in the formulation of hazard control strategies to minimise the level of risk to an acceptable level.
 - (b) to carry out relevant surveys and research for the continual improvement in safety and health management strategies;
 - (c) to design and conduct cost effective training programmes relating to Safety and Health to meet the strategic goals of the Civil Service for the ongoing development of Public Officers;
 - (d) to facilitate the setting up and maintenance of the Occupational Safety and Health Management System and provide necessary support for its sustainability;
 - (e) to supervise the work of Principal Safety and Health Officers;
 - (f) to co-ordinate Occupational Safety and Health Management System activities for the generation of reports to bring continual improvement in the system;
 - (g) to ensure that safety and health committees are established in compliance with Occupational Safety and Health Act and are held accordingly;
 - (h) to analyse projects to enhance work environment and monitor its implementation;
 - (i) to co-ordinate investigations on complaints and occupational accidents and ensure prompt intervention;

- (j) to provide expert/technical advice pertaining to personal protective equipment, leases agreement, safety and health clearance prior to occupancy;
 - (k) to represent the Ministry in Court/Tribunal for cases pertaining to occupational accidents or other safety and health related issues; and
 - (l) to ensure that all activities relating to safety and health in the Civil Service are performed in line with ISO standard and to review and update the process maps, as and when required.
3. To use ICT in the performance of his duties.
 4. 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 Assistant Director, Safety and Health Unit in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 39,350 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 – 68, 000 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 Senior Chief Executive, Ministry of Public Service and Administrative Reforms.
4. For any queries regarding **Maupass**, the Government Online Centre (GOC) may be contacted on the e-mail address support@goc.govmu.org or on phone number **454 9955**.
5. For **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 13 October 2025.** Applications received after the specified closing date and time will **not** be considered.

Date: 23 September 2025

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