

PUBLIC SERVICE COMMISSION CIRCULAR NOTE No. 2 of 2012

Vacancy for Post of Assistant Director, Labour and Industrial Relations
Ministry of Labour, Industrial Relations and Employment

Applications are invited from qualified officers of the Ministry of Labour, Industrial Relations and Employment who wish to be considered for appointment as Assistant Director, Labour and Industrial Relations in the Ministry.

II. QUALIFICATIONS

A. By selection from among officers in the grade of Principal Labour and Industrial Relations Officer who reckon at least three years' service in a substantive capacity in the grade and who have a thorough knowledge of national labour and industrial relations legislation and experience in the following fields:-

- (i) labour enforcement and labour relations;
- (ii) labour education;
- (iii) international labour affairs; and
- (iv) staff training.

B. Candidates should also:-

- (i) possess good administrative and supervisory skills;
- (ii) be able to lead and manage a team of officers; and
- (iii) have good communication and interpersonal skills.

III. DUTIES AND SALARY

1. To assist the Director, Labour and Industrial Relations in:-

- (a) the formulation and development of national labour policies and in ensuring the proper execution of these policies; and
- (b) the conception, supervision and implementation of appropriate training programmes for the Labour Administration and Industrial Relations.

2. To be responsible for:-

- (a) the administration and management of one or more of the technical units/divisions of the labour services as may be assigned to him by the head of the Ministry;

- (b) the implementation of training programmes for technical staff;
- (c) any of the following duties pertaining to the technical units/divisions under his charge:-
 - (i) the enforcement of labour legislation, the settlement of complaints, the harmonisation of industrial relations and the promotion of labour education in line with the Ministry's policy;
 - (ii) conciliation and mediation;
 - (iii) the processing of matters referred to/by the Permanent Arbitration Tribunal (now Employment Relations Tribunal), the National Remuneration Board and the Industrial Relations Commission (now Commission for Conciliation and Mediation); and
 - (iv) the processing of ILO matters.
- 3. To advise on and execute the Ministry's policy in matters relating to the appropriate technical areas.
- 4. To perform such cognate duties as may be assigned.

The permanent and pensionable post carries salary in scale Rs 33, 750 x 1,250 – 47,500 a month plus salary compensation at approved rates.

IV. 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 Civil 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 Commission/Embassies overseas.
2. Applications should be made **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Permanent Secretary, Ministry of Labour, Industrial Relations and Employment.
3. This circular together with the application form (PSC Form 7) are available on the website of the Public Service Commission at the following address: <http://psc.gov.mu>
4. On-line application can also be submitted through the government web portal at <http://www.gov.mu>

5. Acknowledgement of applications will be made as far as possible by **e-mail**. Candidates are therefore encouraged to submit their e-mail address.
6. Candidates are 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 applicant.**

V. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. on 14 February 2012.**

Date: 25 January 2012

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