

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 56 OF 2011

Vacancy for the Post of Inspector of Associations Industrial Relations – Rodrigues Regional Assembly

Applications are invited from qualified officers on the establishment of the Rodrigues Regional Assembly who wish to be considered for appointment as Inspector of Associations in the Industrial Relations Division of the Rodrigues Regional Assembly.

II. QUALIFICATIONS

By selection from among officers who hold a substantive appointment in the grade of Clerical Officer/Higher Clerical Officer and who have obtained passes in Papers F1, F2 and F3 of ACCA Fundamentals (Knowledge) Examinations (formerly Part 1 of the ACCA) **or** possess an equivalent qualification acceptable to the Public Service Commission.

III. DUTIES AND SALARY

1. To inspect and audit books and accounts of trade unions.
2. To check and inspect the books and accounts of registered associations and superannuation funds and to report the results of such checks and inspections.
3. To enforce compliance with relevant legislation regarding trade unions, associations and employees superannuation funds and to attend Court for the prosecution of offences, as necessary.
4. To carry out inspections outside normal office hours when required to do so.
5. To assist in the organisation of training, including the training of office bearers of registered associations, trade unions and superannuation funds.
6. To assist in the processing of applications for registration from associations, trade unions and superannuation funds.
7. To perform word processing and other basic ICT functions.
8. 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 Inspectors of Associations in the roles ascribed to them.

The permanent and pensionable post carries salary in scale Rs 11,200 x 250 – 11,700 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 23,200 x 800 – 24,000 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. This circular together with the application form (PSC Form 7) are also available on the website of the Public Service Commission at the following address: <http://psc.gov.mu>
3. Acknowledgement of applications will be made as far as possible by **e-mail**. Candidates are therefore encouraged to submit their e-mail address.
4. 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 Island Chief Executive, Chief Commissioner's Office, Port Mathurin, Rodrigues, **not later than 3.15 p.m. on Wednesday 30 November 2011.**

IMPORTANT

The post which falls under the Establishment of the Rodrigues Regional Assembly is restricted for service in Rodrigues only. Any request for transfer or promotion to any similar or other posts in Mauritius will not be considered at any stage from any person who is selected for appointment.

Date: 10 November 2011

Public Service Commission,
7, Louis Pasteur Street,
Forest Side,
MAURITIUS.