

## 7.2 Employment Division

- 7.2.1 The functions of the Employment Division comprise, among others, the registration and placement of jobseekers, including the redeployment of laid-off workers; training and placement of jobseekers under the different programmes and through workshops; facilitation of overseas employment opportunity including circular migration programme; and supply of database on unemployment for statistical purposes.
- 7.2.2 Overall management of the Division and its day-to-day administration currently rest upon the Head, Employment Service. He is assisted by officers in the Employment Officer Cadre.
- 7.2.3 Submissions were received from both the Management and staff side for the alignment of job appellations and salary of grades in the Employment Officer Cadre with what obtains in Mauritius.
- 7.2.4 The Bureau has examined the request and is recommending accordingly.

### Employment Counselling Officer Cadre

- 7.2.5 Following the enactment of the National Employment Act 2017, the structure of the Employment Officer Cadre in Mauritius was reviewed to Employment Counselling Officer Cadre. The Bureau has been apprised that officers of the Employment Service in the RRA are also implementing the National Employment Act 2017 and are performing same duties as their counterparts in Mauritius. We are, therefore, reviewing the structure at the RRA to be in line, to the extent possible, with that of Mauritius.

### Employment Counselling Officer (New Grade)

#### Recommendation 1

- 7.2.6 **We recommend the creation of a grade of Employment Counselling Officer. Appointment thereto should be made by selection from among candidates who possess a Diploma in Human Resource Management or Public Administration or Management or Counselling or Psychology or Economics or Statistics or Marketing or an equivalent qualification.**
- 7.2.7 Incumbents would be required, *inter alia*, to perform the following duties based on the specific posting as outlined hereunder:
  - (i) **Operational Unit:** provide vocational guidance and one-to-one counselling so as to assist jobseekers to develop skills through appropriate training in the achievement of their employment goals; and interview jobseekers to diagnose and assess their specific needs;
  - (ii) **Communication and Marketing Unit:** participate in sensitisation of jobseekers and employers on employment matters; and assist in the

preparation and design of pamphlets, flyers, brochures, posters and other publication materials;

- (iii) **Research and Development Unit:** contact employers to seek their participations in surveys; and compile list of vacancies for dissemination in the media; and
- (iv) **Training Programme Unit:** register jobseekers on the database for training programmes; and follow-up with employers regarding status of placement of trainees.

**7.2.8 We also recommend that the officers in the grade of Employment Officer holding a substantive appointment and who have satisfactorily followed the theoretical and on-the-job training course, dispensed by the "Pole Emploi" be given the option to join the grade of Employment Counselling Officer.**

**7.2.9 We further recommend that officers in the grade of Employment Counselling Officer who possess the Diploma in Human Resource Management or Public Administration or Management or Counselling or Psychology or Economics or Statistics or Marketing or an equivalent qualification should be allowed to proceed incrementally beyond the QB in the recommended salary scale of the grade.**

**7.2.10 We additionally recommend that the grade of Employment Officer be made evanescent.**

#### **Senior Employment Counselling Officer (New Grade)**

##### **Recommendation 2**

**7.2.11 We recommend the creation of a grade of Senior Employment Counselling Officer. Appointment thereto should be made by promotion, on the basis of experience and merit, from among officers in the grade of Employment Counselling Officer who reckon at least five years' service in a substantive capacity or an aggregate of five years' service in a substantive capacity in the grade of Employment Counselling Officer and the former grade of Employment Officer and who possess a Diploma in Human Resource Management or Public Administration or Management or Counselling or Psychology or Economics or Statistics or Marketing or an equivalent qualification.**

**7.2.12 Incumbents would be required to perform the following duties, among others, based on the specific posting as outlined hereunder:**

- (i) **Operational Unit:** conduct assessment of the employability dimensions of jobseekers so as to determine the suitability for services; and provide and monitor one-to-one counselling to jobseekers until their employability and placement;

- (ii) **Communication and Marketing Unit:** organise outreach activities for sensitisation of jobseekers and employers on employment matters, including organisation of job fairs; and contact employers for dissemination of vacancies on the media;
- (iii) **Research and Development Unit:** perform job analysis exercise and prepare job description in connection with National Classification of Occupation; and maintain a database of employers, jobseekers and other stakeholders for surveys; and
- (iv) **Training Programme Unit:** liaise with employers and jobseekers to ensure the proper functioning of the training programmes; and verify applications received from employers for participation in training programmes.

**7.2.13 We also recommend that Senior Employment Officers holding a substantive appointment and who have satisfactorily followed the theoretical and on-the-job training course, dispensed by the "Pole Emploi" be given the option to join the grade of Senior Employment Counselling Officer.**

**7.2.14 We further recommend that Senior Employment Counselling Officers who possess a Diploma in Human Resource Management or Public Administration or Management or Counselling or Psychology or Economics or Statistics or Marketing or an equivalent qualification should be allowed to progress beyond the Qualification Bar (QB) provided in the salary scale for the grade.**

**Head, National Employment Department (New Grade)**

**Recommendation 3**

**7.2.15 We recommend the creation of a grade of Head, National Employment Department. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Senior Employment Counselling Officer who reckon at least four years' service in a substantive capacity in the grade or an aggregate of at least four years' service in a substantive capacity in the grade of Senior Employment Counselling Officer and the former grade of Senior Employment Officer who possess a Degree in Human Resource Management or Public Administration or Management or Counselling or Psychology or Economics or Statistics or Marketing or an equivalent qualification. In the absence of qualified serving officers, appointment thereto should be made by selection from among candidates possessing the above qualification and reckoning at least nine years' experience in any one of the fields listed above.**

**7.2.16 Incumbent would be required to, *inter alia*: control, supervise and co-ordinate the activities of the Division; disseminate labour market information on the demand and supply of skills to local employers, jobseekers and training institutions; ensure that employers and jobseekers comply with the provisions of the National**

Employment Act; and assist in the development of policies and ensure that they are properly implemented.

7.2.17 We also recommend that the officer in the grade of Head, Employment Service holding a substantive appointment and who has satisfactorily followed the theoretical and on-the-job training course, dispensed by the "Pole Emploi" be given the option to join the grade of Head, National Employment Department.

7.2.18 We further recommend that the officer in the grade of Head, National Employment Department who possesses the Degree in Human Resource Management or Public Administration or Management or Counselling or Psychology or Economics or Statistics or Marketing or an equivalent qualification should be allowed to proceed incrementally beyond the Qualification Bar (QB) in the recommended salary scale of the grade.

### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
<b>EMPLOYMENT DIVISION</b>	
18 068 089	Rs 44960 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 QB 69800 x 1900 - 75500 Head, National Employment Department (New Grade)
18 064 082	Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 Head, Employment Service
18 057 082	Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 QB 60600 x 1750 - 62350 Senior Employment Counselling Officer (New Grade)
18 049 080	Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 Senior Employment Officer
18 041 079	Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100 QB 51200 x 1100 - 54500 x 1450 - 57400 Employment Counselling Officer (New Grade)

Salary Code	Salary Scale and Grade
18 035 073	<p><b>Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100</b></p> <p>Employment Officer (Personal to officers in post as at 31.12.25)</p>

