



# BANK OF MAURITIUS

Website: <https://www.bom.mu>

## VACANCY

The Bank of Mauritius (the Bank) is the central bank of the Republic of Mauritius. Its primary objective is to maintain price stability and to promote orderly and balanced economic development. Other objectives of the Bank are to regulate credit and currency in the best interests of the economic development of Mauritius and to ensure the stability and soundness of the financial system of Mauritius.

### THE POSITION: SAFETY AND HEALTH OFFICER (HR/103/SHO 05/17)

The Bank invites applications from registered Safety and Health Officers who wish to be considered for appointment to the above-mentioned post.

Firms which provide occupational safety and health services may also apply. Mention will have to be made in the application of the name and qualifications of the officer who will be assigned the responsibility of providing such services.

The successful candidate will report directly to the Chief – Human Resources or any other officer designated by the Bank.

### QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

- i. Cambridge Higher School Certificate with three subjects at Principal Level; and
- ii. A relevant Degree in Occupational Health & Safety of the University of Mauritius or its equivalence certified by the Tertiary Education Commission.

The candidate should have at least three (3) years working experience in the field of Occupational Safety & Health.

### CORE COMPETENCIES

- Numeracy, verbal and written communication skills (including report writing) with a high level of attention to detail, accuracy and confidentiality.
- Good understanding of safety and health issues in a banking environment.
- Knowledge and ability in interpreting and implementing Acts, Regulations, Policies and Codes of Practice Standards relevant to Occupational Safety and Health.

### KEY RESPONSIBILITIES

- To be responsible for exercising general supervision regarding compliance with the provisions of the Occupational Safety and Health Act 2005.
- To develop internal safety and health policies, and prepare Manuals on a regular basis on Safety and Health at the Bank.
- To promote a positive health and safety culture in the workplace.
- To plan, elaborate, implement and maintain adequate safety and health measures in all properties belonging to the Bank.
- To advise on all matters relating to the safety and health of employees, including the following: -
  - The provision and maintenance of plant and systems of work that are safe and without risks to health.
  - The arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.

- The maintenance of all places of work in a condition that is safe and without risk to health and the provision of adequate facilities and arrangements for the welfare of employees.
- To advise on, and implement appropriate measures for, the provision of such information, instructions, training and supervision as is necessary to ensure the safety and health at work of employees.
- To keep up-to-date with new legislation and maintain a working knowledge of all health and safety legislation and any developments in the field that may have an impact on the operations of the Bank.
- To be responsible for the formulation and implementation of social and recreational activities for the benefit of employees.
- To perform such other related duties as may be assigned.

## BEHAVIOURAL SKILLS

- Self-motivated with the ability to manage one's own time and prioritise work to meet deadlines;
- An investigative mind;
- Problem solving and process improvement oriented.
- A collaborative approach to the work.

## TERMS AND REMUNERATION

Applications are open to external candidates only.

The post of Safety and Health Officer will be on a part time and contractual basis for an initial period of three (3) years, renewable for such period as may be mutually agreed. The Safety and Health Officer will be required to work a minimum of 12 hours per week. The remuneration package will be negotiable and will be commensurate with qualifications, experience and skills.

## MODE OF APPLICATION

Applications along with an updated curriculum vitae, a motivation letter and a photocopy of all supporting documents for the post (National Identity Card, academic and certified professional certificates, letter of equivalence issued by the Tertiary Education Commission, evidence of any experience claimed) must be submitted on <https://www.bom.mu/job-vacancies>.

Application forms may also be downloaded from <https://www.bom.mu/pdf/Vacancies/af.pdf>, and submitted in a sealed envelope, with the job reference (HR/103/SHO 05/17) clearly marked on the top left hand corner of the envelope, addressed to:

**Secretary  
Bank of Mauritius  
Sir William Newton Street, Port Louis**

The deadline for the submission of applications is latest by **Friday 09 June 2017 at 16hrs (local time)**. Note that only shortlisted candidates will be contacted by the Bank.

## **NOTE FOR APPLICANTS**

- Applications received after the closing date and time will not be considered.
- Incomplete, inadequate or inaccurate filling of the application form will cause an applicant's elimination. It is an offence to give information which is false or to conceal any relevant information. This will lead to an application being rejected or, if a candidate has already been appointed, to the termination of his/her appointment.
- Should there be any matter not covered by the Application Form that the applicant wishes to be considered with his/her application, the details must be given on an additional sheet to be annexed thereto.
- Only the best qualified candidates will be called for interview and may be required to undergo any selection process, which may be applicable for the post (e.g. psychometric tests, written examination, numerical tests and/or any other selection process technique).
- Recruitment by the Bank is made solely on the basis of qualifications and merit. Recruitment is not made against reward of any kind. Applicants must therefore guard themselves against any person who promises employment against reward, financial or otherwise, and report the case immediately to the nearest Police Station.
- Any person who directly or indirectly by himself or by other person and in any manner, influences or attempts to influence any decision of the interview panel or the Bank or the Board shall commit an offence and shall be automatically disqualified from the recruitment process and may be liable to criminal prosecution.
- The Bank reserves the right not to make any appointment following this advertisement without any obligation to give any reason to the candidate(s) of the grounds of its actions.

**Bank of Mauritius**  
**24 May 2017**