



# Candidate Brief

**Brief for the Position of**

**Safety and Health Officer**  
(Ref: SHO/DEC2021)

**31 December 2021**

## Overview of the Financial Services Commission (FSC)

The Financial Services Commission (FSC) is the integrated regulator for the non-bank financial services sector and global business. Established in 2001, the FSC operates under the Financial Services Act 2007 and has as enabling legislations the Securities Act 2005, the Insurance Act 2005 and the Private Pension Schemes Act 2012 to license, regulate, monitor and supervise the conduct of business activities in these sectors.

The vision of the FSC is *"to be an internationally recognised Financial Supervisor committed to the sustained development of Mauritius as a sound and competitive Financial Services Centre"*.

In carrying out its mission, the FSC aims to:

- promote the development, fairness, efficiency and transparency of financial institutions and capital markets in Mauritius;
- suppress crime and malpractices so as to provide protection to members of the public investing in non-banking financial products; and
- ensure the soundness and stability of the financial system in Mauritius.

The FSC is mandated under the Financial Services Act to inter alia:

- ensure the orderly administration of the financial services and global business activities;
- ensure the sound conduct of business in the financial services sector and in the global business sector;
- elaborate policies which are directed to ensure fairness, efficiency and transparency of financial and capital markets in Mauritius;
- study new avenues for development in the financial services sector, to respond to new challenges and to take full advantage of new opportunities for achieving economic sustainability and job creation;
- ensure soundness and stability of the financial system in Mauritius; and
- work out objectives, policies and priorities for the development of the financial services sector and global business.

## Board & Chief Executive of the FSC

The FSC is administered and managed by a Board which consists of a Chairperson, a Vice Chairperson, independent non-executive members and a Chief Executive.

The Board carries out its functions through the following sub-committees:

- Audit and Risk Committee
- Corporate Governance Committee
- Enforcement Committee
- Staff Committee
- Legal Affairs Committee
- Application and Approval Committee
- Waivers and Exemptions Committee

## Strategic Team

In carrying out the FSC's mission, the Strategic Team is guided by the Code of Conduct for FSC Staff and the Core Values of the organisation, which are:

- Professionalism
- Ethical Behaviour
- Compliance with Rules
- Team Work

The Strategic Team is made up of the Chief Executive and the Directors. The Strategic Team ensures the delivery of the operational objectives of the FSC. The team is responsible for the implementation of goals as set out in the strategic and business plans and ensure that the decisions and directions provided by the Board are understood by each and every member of the staff.

The FSC's role in regulating and supervising non-bank financial institutions and services requires that it acts at all times and in all its dealings to the highest standards of ethical and professional behaviour. Its reputation, standing and effectiveness rest on its ability, as an institution comprised of staff imbued with high ethical values, competence and drive, to meet these standards of conduct.

The FSC Code of Conduct sets out the standards and guiding principles of conduct for the employees in the discharge of their functions. The Code of Conduct is applicable to all staff and at all levels.

## **Job Description, Qualifications and Experience**

The Safety and Health Officer, reporting to the Supervising Officer of the Human Resources cluster, will be responsible to develop and implement health and safety policies in accordance with the latest local and relevant legislation to ensure a safe working environment for all employees and to prevent accidents, injuries and work-related illnesses in the workplace.

### ➤ **Main Duties, Responsibilities & Accountabilities**

- Inspect all places of work within the FSC, assess all risks and make recommendations thereon;
- Facilitate compliance with legislation related to occupational safety and health;
- Advise the Commission on all matters relating to the health and safety of employees in compliance with OSHA 2005 & Other Related Legislations;
- Prepare and implement plans to maintain adequate safety and health measures;
- Formulate policies and manuals relating to safety and health including the provision and maintenance of plant and systems of work that are safe and without risks to health and the arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Ensure that appropriate mechanism for the effective planning, organising, controlling, monitoring and reviewing of preventive and protective measures are established;
- Ensure proper establishment of emergency procedures in line with the requirements of safety and health legislations and to oversee the effectiveness of these emergency arrangements and to ensure that they are documented and practiced on a regular basis;
- Conduct workplace Risk Assessments as per OSHA 2005;
- Assist/ represent Management in court cases pertaining to occupational accidents and other safety and health related issues;
- Advise on the selection of personal protective equipment and any other safety related items;
- Organize safety and health committees as and when required, act as secretary to the committee, prepare note of meeting and submit to the Ministry, initiate and follow up on all issues pointed out during the committee.
- Act as Chairperson of the Departmental Board of Injury;
- Report regularly on progress in the implementation of projects/programmes for enhancing work environment and on safety and health matters;
- Promote a positive safety and health culture in the workplace;
- Identify safety and health training needs, design, implement, plan and conduct training programmes for employees;
- Conduct lectures and campaigns with a view to promoting Safety and Health awareness at work;
- Responsible for the documentation of all procedures regarding health and safety issues;

- Keep up-to-date with new legislations 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 Commission;
- Provide regular safety and health communication to Management;
- Prepare annual budgets for safety and health projects;
- Contribute in the formulation and implementation of social and recreational activities for the benefit of employees;
- Attending to crisis management committees and other safety and health related meetings;
- Perform such other duties as provided for in the Occupational Safety and Health Act and any other relevant legislation;
- Perform such other related duties appropriate to the post as may be assigned by the Supervising Officer/Health & Safety Committee or any designated officer.

➤ **Specific Competencies**

- Accountability
- Project Management Skills
- Analytical and Solution Driven
- Learning Orientation and Sharing Knowledge
- Self-Discipline and Responsibility
- Customer Service Skills
- Communication and Interpersonal Skills
- Proficient in Microsoft Excel and statistical tools
- Sound judgement and high degree of attention to detail

➤ **Miscellaneous Duties**

The incumbent will be expected to work outside normal office hours including weekends and public holidays, and to perform any other related duties assigned but relevant to the operations of the Commission.

The duties mentioned above are not exhaustive. The Commission reserves the right to require the incumbent to perform any other duties of equivalent level to those specified.

## Qualifications and Experience

- A relevant degree in Occupational Health and Safety from a recognized university or its equivalence certified by the Higher Education Commission and reckoning a minimum of 3 years of relevant post qualification experience.
- Knowledge and experience in interpreting Acts, Regulations, Policies and Codes of Practice Standards, relevant to Occupational Safety and Health.
- The candidate should be duly registered with the Ministry of Labour, Human Resource Development and Training.

## Appointment and Remuneration Package

Employment will be on probation for a period of one year with a view to confirmation in a permanent capacity upon satisfactory performance.

Benefits comprise of an attractive remuneration package.

## How to Apply

Applications should be made on duly completed application form which can be downloaded from the FSC website.

All applications, duly referenced, needs to be sent to the following e-mail address:

[recruitment@fscmauriti.us.org](mailto:recruitment@fscmauriti.us.org)

Closing date of applications is **Monday 17 January 2022 at latest by 17.00 hrs (local time).**

## References

The names of two (2) referees are required as part of the application process. Referees must be people who know you in a capacity to comment on your suitability for the position for which you have applied. One of your two referees should be either your current or previous employer. References will only be considered for short-listed candidates and they will be informed accordingly.

## Conflicts of Interest

Candidates will need to demonstrate that they do not have interests likely to conflict with their responsibilities. They should declare any potential conflict of interest as early as possible in the selection process and also disclose information or personal connections that, if appointed, might be open to wrong perceptions.

FSC House, 54 Cybercity, Ebene, Republic of Mauritius, Tel: (230) 403 7000 Fax: (230) 467 7172

E-mail: [fscmauriti.us@intnet.mu](mailto:fscmauriti.us@intnet.mu), Website: [www.fscmauriti.us.org](http://www.fscmauriti.us.org)