VACANCY IN THE PUBLIC SERVICE

MINISTRY OF EMPLOYMENT, LABOUR AND SOCIAL SECURITY

LABOUR OFFICER
INSPECTOR OF FACTORIES

Applications are invited from Citizens of Sierra Leone for appointment to the posts listed subject to the following conditions in every case:

(a) Canvassing of members of the Commission by or on behalf of candidates will result in the Candidate’s application being immediately rejected.

(b) Persons who have been dismissed from Government Service or have been convicted of a crime will not be considered.

(c) Applicants are reminded to read and comply with the instructions at page one of the application Form P.S.C. Form 8.

(d) Only short listed candidates will be contacted.
JOB DOCUMENT/DESCRIPTION

JOB TITLE: Labour Officer

Job Grade :— Grade 7
MDA:— Ministry of Employment, Labour and Social Security
Location :— Headquarters, New England, Freetown
Reports to :— Senior Labour Officer
Supervises :— Employment Officer/Clerk

JOB PURPOSE:
To administer Labour and Social Security regulations, maintain cordial Industrial Relations, create Employment Opportunities and ensure Occupational Health and safety in work places.

MAIN DUTIES:
* Conciliates/Mediates in Labour disputes;
* Conduct Labour inspections in all kinds of establishments to ensure: compliance with statutory regulations;
* Investigates unfair labour practices;
* Advises Employers and employees alike on Labour Laws;
* To collect and classify Employment Statistics;
* To keep an up to date data base of all alien workers in Sierra Leone;
* Perform any other duties within the scope and intent of the job as may be assigned from time to time.

JOB SPECIFICATION:
Education:
Candidate must possess a Bachelor’s Degree from a recognized Institution in any of the following disciplines: Arts, Social Sciences, Law, Economics/Statistics, Labour Administration, Industrial Relations or Employment Relations.

COMPETENCIES:
Technical:
- Report writing skills
- Computer literacy

Managerial:
- Ability to set objectives and monitor implementation
- Team building skills
- Ability to delegate, supervise and develop subordinate staff
JOB SPECIFICATION:

Education:
Candidate must possess a Bachelor's Degree from a recognized Institution in any of the following disciplines: Civil/Electrical/Mechanical Engineering, Agriculture, Sciences and Environmental Sciences.

COMPETENCIES:

Technical:
- Report writing skills
- Computer literacy

Managerial:
- Ability to set objectives and monitor implementation
- Team building skills
- Ability to delegate, supervise and develop subordinate staff

Personality:
- Firm and fear in character
- A fast thinker
- Analytical and broad minded
- Persuasive

Key Deliverables:
- Annual statistical report on the status of Occupational Safety at Factory Premises Nationwide;
- An efficient and effective system of settling industrial dispute
- Monthly/quarterly reports.

Training: Selected candidates will be required to undergo further training.

Prospects: Prospect exists for promotion to the post of Senior Inspector of Factories.

Application forms are obtainable from the Secretary, Public Service Commission, Freetown or from the Sierra Leone High Commission 41 Eagle Street, WCIR TL Holborn, London or from the Sierra Leone Embassy 1701, 19th Street N.W. Washington D.C. 2009, U. S. A. or any of the Sierra Leone Embassies and High Commissions abroad. Completed applications should reach the Secretary, Public Service Commission, Gloucester Street, Freetown not later than 27th January, 2011.
Personality:
- Firm and fear in character
- A fast thinker
- Analytical and broad minded
- Persuasive

Key Deliverables:
- A well coordinated working relationship between employers and employees
- A well developed industrial and labour/employment policies
- Monthly/quarterly reports

Training: Selected candidates will be required to undergo further training.

Prospects: Prospect exists for promotion to the post of Senior Labour Officer.

JOB DOCUMENT/DESCRIPTION

JOB TITLE: Inspector of Factories

Job Grade: — Grade 7
MDA: — Ministry of Employment, Labour and Social Security
Location: — Headquarters, New England, Freetown
Reports to: — Senior Inspector of Factories
Supervises: — Assistant Inspector of Factories

JOB PURPOSE:
To ensure the maintenance of Factories and the promotion of the Safety and Health of workers.

MAIN DUTIES:
* Inspects factories to ensure compliance with the Factories Act with special reference to Occupational Health and Welfare of Workers;
* Supervises junior officer in testing station of the Department;
* Assists in planning and coordinating safety policies;
* Investigates, records and reports accidents including other related hazards;
* Supervises designing of safety signs, bill boards, jingles and safety inspection check list;
* Collates and updates register of all Occupational accidents;
* Conducts safety inspections of plants and equipment at workplaces;
* Undertake activities including notification and investigation of accidents, dangerous occurrences and industrial Diseases.
* Prepare memo for the prosecution of recalcitrant Factory occupiers
* Perform any other duties within the scope and intent of the job as may be assigned from time to time.