4.0 INVOLVEMENT OF DIFFERENT ORGANISATIONS IN CAREER GUIDANCE

In Mauritius, we are fully aware of the problems associated with youth unemployment and the waste of human resources that it represents. There is a multiplicity of organisations and institutions that have developed programmes to create awareness of the problem and to contribute to its resolution by adopting specific plans or projects. In many cases, there is a combined effort among diverse stakeholders with a view to helping the youth in their search for employment, in the choice of their career and in their integration to the world of work.

4.1 Rotary Club of Port-Louis

The Mauritius Employers’ Federation and the Rotary Club of Port-Louis have a Professional Career Guidance programme for the benefit of fresh graduates since 1997. Graduates are invited to attend a briefing session or workshop on job prospects in different areas. The session deals with a presentation of the labour market, job opportunities in different fields, the preparation of a curriculum vitae, preparation for interviews etc.

All graduates are then channelled to different Rotarians depending on their area of expertise for individual counselling and advice.

For further information, consult www.rotaryportlouis.com

4.2 Rotary Club of Grand Bay

During the past ten years, the Rotary Club of Grand-Bay in collaboration with the Ministry of Education and Scientific Research has been actively involved in a Career Guidance Convention with the objective of enhancing career awareness. This project mainly aims at helping school leavers in obtaining specific information about the various career opportunities and the diverse fields of studies and hence allow them to plan their future career accordingly.

The Rotary Club of Grand Bay is more than ever motivated as this project has evolved to an international dimension so much so that it has sought the participation of various foreign bodies.

For further information, consult www.rotarygrandbaie.org.
4.3 *Mauritius Employers’ Federation*

The Mauritius Employers’ Federation has always been in the forefront of promoting education and training. The MEF contributes significantly to policy formulation regarding education and training. At the national level and through representation on various national Boards and Committees, the Federation has also been a major driving force behind the implementation of a number of national training incentives.

As regards career guidance, talks are regularly delivered to students regarding their needs and the world of employment. The MEF also participates actively in various Job Fairs and Career Guidance fora.

The Mauritius Employers’ Federation is also the focal point of the International Labour Organisation’s Entrepreneurship and Improve Your Business Project in the country which is targeted at small scale entrepreneurs, school leavers and the unemployed as well.

For the past three years, the MEF in collaboration with the Ministry of Finance and the Ministry of Training, Skills Development and Productivity has been running a number of programmes aimed at bridging the gap between education and the world of work. Some examples include:

- Skills Development Programme for Unemployed Graduates
- Skills Development Programme for School Leavers

For further information, consult www.mef-online.org

4.4 *Mauritian Institute of Management*

The Mauritian Institute of Management has a programme entitled **The Management Concept** which involves lectures and presentations on the Management Profession in different secondary schools. These sessions also help students in the choice of their career and contribute to a better understanding of the world of work.

For further information, consult the www.mim-mauritus.org
4.5  *Skills and IT Development Fund*

The **Skills and IT Development Fund, Ministry of Finance** was set up towards the end of 1998 to spearhead Skills and IT development in the country. It initiated a number of training programmes with the following objectives:

- Enhancing job experience by providing on-the-job training.
- Increasing employability.
- Improving career development.

It launched a programme for the training of unemployed graduates in Management, Finance, Marketing, Science, Engineering, Computer Science and Accounting. This scheme was implemented by the Skills and IT Development Fund and managed by the Ministry of Training, Skills Development, Employment and Productivity with the collaboration of the Mauritius Employers’ Federation which enlisted the support of enterprises to participate in the scheme to provide training to graduates. The features of the scheme were as follows:

- Unemployed graduates were given the opportunity to acquire on-the-job experience and exposure with a view to facilitating their search for employment and integration to the world of work.
- It was meant to provide practical training complementing their academic education.
- Graduates were invited to register at the Employment Service, Ministry of Training, Skills Development, Employment and Productivity.
- The graduates were placed in private enterprises or in different Ministries depending on their field of study.
- The training was for a period of 6-12 months.
- The graduates were paid a stipend, which was shared equally by the employer and the government.

This scheme has no doubt helped graduates find permanent employment sometimes within the enterprises offering the training or elsewhere. There have been cases where graduates have been offered employment even prior to the completion of their training.

The Skills and IT Development Fund also financed training of school leavers especially for those who had studied up to the Higher School Certificate. Courses were organised in
different fields like Human Resource Management, Marketing, Secretarial Studies and many others. These courses varied in duration from 6 to 12 months. Most of the training providers of these courses were from the private sector.

The Fund also launched a Training Programme on the Development of Entrepreneurship and Enterprise Culture in different regions in collaboration with the Mauritius Employers’ Federation. Initially, the programmes benefited from the support of the International Labour Organisation for three workshops. Thereafter, the cost has been shared by the Ministry of Finance and the Mauritius Employers’ Federation. Several workshops in diverse regions have been held. Many participants had started their own businesses or improved upon their existing ones. The Skills and IT Development Fund was discontinued in 2001 but the Entrepreneurship Programme continues under the aegis of the Ministry of Training, Skills Development, Employment and Productivity.

4.6 University of Mauritius Student Work Experience Programme (SWEP)

The SWEP is a student’s industrial attachment programme. It involves a partnership between the University of Mauritius and Employers both in the public and the private sectors. The main objectives of this scheme are as follows:

- To promote Human Resource Development as organisations play an undeniable role in the building of the human resource capacity-base in Mauritius.
- To bridge the gap between academic training and the world of work.

The University allocates placement of the students under SWEP by trying as far as possible to match demand and supply.

The features underlying under this programme are:

- University students are provided exposure to the world of work during their academic stay at the University in order to acquire skills to supplement academic skills.
- Employers are invited to recruit University undergraduate students during the winter vacation (June – August) for about 8 weeks and to provide them with suitable exposure to real-life activities/projects.
- A preplacement orientation seminar is held to prepare the students for work placement.
• University SWEP Coordinators are involved in a follow up with the participating organisations for the smooth implementation of the programme.
• A Certificate of Participation is issued to all students who satisfactorily complete the programme.

4.7  University of Mauritius Job Fair/Salon De l’Emploi

In the past, the University of Mauritius organised a Job Fair with the participation of the Mauritius Employers’ Federation and other private sector enterprises. In 2002, it organised a “Salon de l’Emploi” with the participation of a number of private institutions and enterprises in collaboration with the Ministry of Training, Skills Development, Employment and Productivity and the Mauritius Employers’ Federation. Its objectives are:

• To enhance unemployed graduates awareness of the job market;
• To provide the opportunity in meeting the organisations’ representatives, i.e. learning more about potential employers; and
• To discuss job opportunities in various enterprises.

The Salon de l’Emploi has been a highly successful event with the participation of a large number of graduates and diplomates.

For further information, consult www.uom.ac.mu

4.8  University of Mauritius Virtual Recruitment Centre

The University of Mauritius has also set up a Virtual Recruitment Centre (VRC), an Information System available through the Internet. Its main objectives are:

• To provide a service to Graduates and Diplomates who are seeking jobs by allowing them to effectively submit their curriculum vitae on-line, on the system; and
• To allow employers, whether in the public or private sector, to post their job vacancies on the system.
The main features of the VRC are:

- Job seekers can present their CVs to potential employers in full confidentiality. Each job seeker and employer has a login name and password which can be changed by the user at any time;
- It presents a standard and an international format of a CV to a job seeker;
- It allows the job seeker to print the CV and to modify it, whenever required;
- Job seekers can have access to available vacancies on the system and postulate accordingly for relevant vacant jobs;
- Employers can carry out cross-criteria searches on a powerful search engine in the system;
- Employers can “virtually” select candidates after a general search exercise on the whole of the system;
- Candidates can be “virtually” selected after a specific search exercise on the jobs advertised on the system by the employer; and
- It keeps a CV valid for a defined period of time, that is, 3 months, 6 months or 9 months.

For further information, consult www.vcampus.com

4.9  Jeune Chambre Economique de Maurice

The Jeune Chambre Economique de Maurice (affiliated to the Junior Chamber International) is a national Federation of young professionals and entrepreneurs between the age of 18 and 40. Junior Chamber International’s programmes stem from five Areas of Opportunity through which members can acquire or refine leadership skills and benefit society. These areas are:

Business: JCE provides its members with the necessary contacts, leadership, and personal business growth through numerous fora and programmes to develop themselves as young entrepreneurs and business executives.

Management: JCE offers its members managerial training and experience as team members and leaders. Members can acquire administrative and operational experience by participating in projects ranging from small low-budget to vast ones.
Individual: JCE provides members numerous opportunities to develop skills as officers and project leaders of local and national organisations and of communities.

Community: Tens of thousands of JCE projects are conducted each year in more than 9,000 communities, all of which have a positive societal impact.

International: Through international conferences, academic programmes, twinning (sister-chapter relationships), and business exchange, Junior Chamber enables members to promote goodwill and attain a deeper understanding of the global challenges of tomorrow.

The Jeune Chambre Economique de Maurice has a number of branches across the country.

For further information, consult www.jec mauritius.org

4.10 The Ministry of Labour and Industrial Relations

The Ministry of Labour and Industrial Relations, through the Education and Training Branch, organises courses in colleges for Form V (where no Form VI classes are run) or for HSC students. The students are exposed to the various issues related to the world of work. These are:

- The various institutions which they have to interact with include:
  - Ministry of Labour & Industrial Relations where they can report cases of infringement of labour laws or seek information relating thereto.
  - Employment office – vacancies etc.
  - IVTB incentives for training etc.
  - Social Security Office for National Identity Card, for contribution to NPF, pension etc.
  - Income Tax for PAYE.
- The various labour laws, Labour Act, the Remuneration Orders etc.
- The importance and activities of trade unions.
- Contract of employment.
- Duties and responsibilities of the employer and the employee.
- The importance of discipline at work.
- Basic issues related to health and safety at work.
Besides the above, Officers, during talks with the students sensitise them to the fact that the world of work is not at all the same as what operates at schools inasmuch as at school any shortcomings or bad work on their part have repercussions on them only as individuals whereas in any workplace, a shortcoming, or a piece of work wrongly done or any negative attitude in any situation, have repercussions on the worker, his/her colleagues, the factory or organisation as a whole, or the customer to whom the service or product is destined.

4.11 Careers Guidance Service

The Careers Guidance Service operates under the aegis of the Ministry of Education and Scientific Research and has the primary task to help young people develop realistic strategies in the pursuit of education, training and employment bearing in mind their personality and circumstances.

The main functions of the Careers Guidance Service are:

- To offer careers guidance to young people.
- To provide careers information.
- To encourage and support careers education activities in schools.
- To establish and maintain contacts with employers and training providers to collect and compile careers information.

For further information, consult www.educare.intnet.mu

4.12 Employment Service, Ministry of Training, Skills Development, Employment and Productivity

The Employment Service which operates under the Ministry of Training, Skills Development, Employment and Productivity offers the following services to job seekers:

- Registration and Employment Counselling
- Placement
- Labour Market Information System (LMIS)
- Documentation
- Skills Development Programme
4.12.1 Registration and Employment Counselling

All persons aged 15 to 60 are eligible to be registered as job seekers at one of the thirteen Employment Information Centres. Graduates are registered at Employment Service Headquarters. Persons applying for registration should bring birth and educational certificates and identity card. Registered jobseekers are given employment counselling to guide them to select a job according to their aspirations and the situation prevailing on the employment market.

4.12.2 Placement

Job seekers are referred to employers who notify vacancies in line with their qualifications, experience and interests. Senior Employment Officers effect frequent industrial visits to employers to secure vacancies for placing registered job seekers.

4.12.3 The Labour Market Information System (LMIS)

A variety of information pertaining to the world of work is available through the Labour Market Information System, the main components of which are:

- Labour Market Information Surveys
- Job Bank
- Jobseekers' Bank
- Professional Register for graduates
- Occupational Profile
- Sectoral Profile
- Job Futures

4.12.3(1) The Labour Market Information Surveys

The labour market reviews based on the surveys are published by sector and contain details on:

- Labour force nationwide and by geographical area.
- Occupation by age group, sex and geographical area.
• Qualifications needed for main occupations.
• Labour shortages by occupation.
• Salary for main occupations.
• Jobs suitable for the physically impaired.
• Narrative assessments of the whole sector covered, viewed from a labour perspective.

4.12.3(2) Job Bank
• Details on vacancies notified
• Qualifications needed
• Age
• Location
• Experience
• Details of employers
• Fringe benefits offered
• Salary
• Mode of application
• Closing date for submission of applications

4.12.3(3) Job seekers’ Bank
• Names of job seekers
• Age
• Qualifications (academic, technical, professional)
• Job experience

4.12.3(4) Professional Register for Graduates
• Names of jobseekers
• Age
• Qualifications (academic, technical, professional)
• Job experience

4.12.3(5) Occupational Profile
• Details on jobs, their titles
• Description of duties
• Salary offered
• Fringe benefits
• Career prospects
• Training requirements
• Work and environment conditions
• Suitability for the physically impaired

4.12.3(6) Sectoral Profile

• Details on given sectors, their main characteristics
• Education statistics
• Student enrolment by field of study, duration of study, sex
• Students studying overseas
• Student output from institutions

4.12.3(7) Job Futures

• Forecasts on career prospects
• Projected developments in occupations
• Projected labour shortages

The Labour Market Information System is beneficial to job seekers in the following ways:
• They will have information on vacancies, occupational profile and labour market statistics which will assist them in self-guidance for the choice of job based on facts.
• The job bank will provide them with information for self placement.
• The job seekers bank make their particulars accessible to employers through internet. This is liable to increase their placement chances.

They will obtain information on training opportunities as the Ministry’s website is linked with that of the IVTB and the University of Mauritius.

For further information, consult  www.training.gov.mu
4.12.4 Documentation

Documentation facilities are available for consultation by job seekers as follows:

- Vacancies
- Training
- Job Seekers’ Guide

Vacancies are displayed on the Notice Board of the thirteen Employment Information Centres, and the Employment Service Headquarters. Booklets on training opportunities, local and overseas, are also available.

The service has prepared job seekers’ guides to assist applicants to face the world of work with confidence and to make the right choice of career. The following guides have so far been completed:

- How to apply for a job vacancy?
- How to prepare a Curriculum Vitae?
- How to have an Employment Interview?
- How to start your own small business enterprise?

A guide on "Career in Accounting" is nearing completion and another guide on "Career in Marketing" is in preparation. It is expected that in the future more guides will be prepared for the guidance of job seekers.

4.12.5 Skills Development Programme

The Government has started in 1998 a Skills Development Programme for graduates fresh from the University and for fresh HSC Holders to provide them with on the job training in order to increase their chances of obtaining a job.
So far training has been provided in the following fields:

**For Graduates**
Accounting, Agriculture, Economics, Finance, Management, Marketing & Science.

**For HSC Holders**

### 4.12.6. Intranet

The information contained in the Labour Market Information System will in the near future, be made available in an intranet system. Registration of job seekers will be done on line.

Linkage facilities to the intranet system will be given to employers for placement purposes and to educational institutions for vocational guidance purposes.
LOCATION OF OFFICES

TELEPHONE & FAX NUMBERS AND E-MAIL ADDRESSES:

Employment Service Headquarters: Tel 212-9940 (Registry)
Fax: 2115315 E-mail empserve@intnet.mu Website: http://ncb.intnet.mu/emperv.htm
Level 11, Sterling House, Lislet Geoffroy Street, Port Louis

EMPLOYMENT INFORMATION CENTRES:

Port Louis: Tel 208-8056 Fax: 211-6126
Level 4, Sterling House, Lislet Geoffroy St., Port Louis
E-mail: plouis.eic@intnet.mu

Rose Hill: Tel 464-2081 Fax: 465-5649
2nd Floor, Arcades Bholah, Royal Road, Rose Hill
E-mail: rhill.eic@intnet.mu

Curepipe: Tel 6751115 Fax: 6740197
Sir Celicourt Antelme Street, Forest Side
E-mail: curepipe.eic@intnet.mu

Mapou: Tel 2661577 Fax: 2665866
School Lane, Near Post Office, Mapou
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Q. Militaire: Tel 4355530 Fax: 4357504
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