MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 55 OF 2018

Vacancies for the Post of Educational Social Worker
Ministry of Education and Human Resources,
Tertiary Education and Scientific Research

Applications are invited from qualified candidates who wish to be considered for appointment as Educational Social Worker in the Ministry of Education and Human Resources, Tertiary Education and Scientific Research.

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their 40th birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

A. Candidates should possess a diploma in Social Work from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should -

(i) possess good communication and interpersonal skills;

(ii) have a high sense of trustworthiness, discretion, tact, patience, integrity and confidentiality;

(iii) have the ability to work in teams and under pressure in a multi-cultural environment;

(iv) be result-oriented; and

(v) be computer literate.

NOTE

1. Candidates should produce written evidence of knowledge claimed.

2. The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.
3. The Commission reserves the right to convene **only** the best qualified candidates for interview.

**IV. DUTIES AND SALARY**

1. To assist, support and collaborate with Senior Educational Psychologists and Educational Psychologists in the day-to-day activities and to deal with minor recurrent issues.

2. To liaise with the school, the community and Educational Psychologists to identify cases of children needing special attention.

3. To establish links between home, school and community or other relevant institutions in respect of children suffering from social, emotional and behavioural problems.

4. To visit students’ families and to provide practical assistance.

5. To provide group/individual counselling in school premises.

6. To work in collaboration with heads of schools to address problems of school violence, absenteeism and drop-outs.

7. To identify children of school-going age who are not attending school and conduct parent education programmes for necessary guidance.

8. To conduct sensitisation/awareness programmes with children and parents and to liaise with other institutions for talks, as and when required.

9. To collect, update and record data regarding cases of children needing special attention.

10. To use ICT in the performance of his duties.

11. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Educational Social Worker in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 16,075 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 39,575 a month.

**V. MODE OF APPLICATION**

1. Qualified candidates are advised to submit their application **electronically** at the following address:

   [http://psc.govmu.org/English/Pages/PscHomepage.aspx](http://psc.govmu.org/English/Pages/PscHomepage.aspx)
2. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from **9.00 a.m to 3.30 p.m on weekdays and not later than 3.00 p.m on the closing date.**

3. Candidates are requested to follow the procedures that can be accessed through the “How to Apply” option on the above address.

4. Candidates already in the service should also submit a printed copy of their electronic Application Form, **duly signed**, through their respective Supervising Officer/Responsible Officer.

5. Acknowledgement of applications will be made by **e-mail**. Candidates are encouraged to submit their e-mail address.

6. For technical support, the Government Online Centre (GOC) may be contacted on the e-mail address: **support@ncb.mu** or on phone number **454 9955**.

7. For any other query, the help desk of the Public Service Commission may be contacted on e-mail address **pdsc@govmu.org** or phone number **670 9705** or fax number **670 3417**.

8. Candidates are also advised to read carefully the “**NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to Public Advertisement)**” before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may submit their application on **PSC Form 7** which may be obtained **either** from the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis or from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side or from the Chief Commissioner’s Office, Port Mathurin, Rodrigues or from the offices of the Mauritius High Commission/Embassies overseas.

VI. **CLOSING DATE**

Application Forms should reach the Secretary, Public Service Commission **not later than 3.00 p.m. on Tuesday 31 July 2018.**

**Date: 11 July 2018**

Public Service Commission,
7, Louis Pasteur Street,
**FOREST SIDE.**