Applications are invited from qualified candidates who wish to be considered for appointment as Monitoring and Evaluation Officer in the Ministry of Social Integration and Economic Empowerment.

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 degree in Finance or Economics or Statistics or Project Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should -
   (i) reckon at least two years’ post-qualification experience in monitoring and evaluation of projects and programmes;
   (ii) possess effective communication and interpersonal skills;
   (iii) be proactive; and
   (iv) be computer literate.

NOTE

1. Candidates should produce written evidence of experience/knowledge claimed.

2. The onus for the submission of written evidence of experience/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 experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.
3. Candidates may be required to sit for a written examination as part of the selection process.

4. The Commission reserves the right:

   (i) to convene **only** the best qualified candidates for interview; and

   (ii) not to make any appointment following the advertisement.

IV. **DUTIES AND SALARY**

1. To provide technical support –

   (i) in the design, monitoring and evaluation of poverty alleviation programmes; and

   (ii) in designing, monitoring and reviewing the Ministry’s plans and monitor all project activities, expenditures and progress towards achieving project output.

2. To build capacity and support the Ministry regarding planning, monitoring and evaluation.

3. To assist in developing tools and terms of reference for baseline surveys/evaluation of development programmes/projects and/or any research to be undertaken by the Ministry.

4. To supervise the baseline survey/evaluation exercises.

5. To provide information and statistics to the Coordinator for the preparation of progress reports.

6. To organize and conduct training on monitoring and evaluation for the technical staff.

7. To follow-up on a timely basis, the progress of outputs versus plans.

8. To set up a functional monitoring and evaluation system with a view to ensuring the effectiveness of the Ministry’s programmes and projects.

9. To coordinate a process of compiling evidence of good practices through proper assessment and documentation of better practices.

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 Monitoring and Evaluation Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 25,525 x 775 – 32,500 x 925 – 37,125 x 1,225- 40,800 x 1,525 – 49,950 x 1,625 – 56,450 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 on-line Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

4/...
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 Commissions/Embassies overseas.

VI. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side not later than 3.00 p.m. (local time) on Monday 13 May 2019. Applications received after the specified closing date and time will not be considered.

Date: 23 April 2019