MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 97 OF 2019

Vacancy for the Post of Gender and Development Officer
Ministry of Gender Equality, Child Development and Family Welfare

Applications are invited from qualified candidates who wish to be considered for appointment as Gender and Development Officer in the Ministry of Gender Equality, Child Development and Family Welfare.

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 Master's Degree in Sociology or Social Work or Social Policy or Social Studies or Women Studies or Gender from a recognised institution

OR

an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

(i) reckon at least three years’ relevant post-qualification experience;
(ii) possess analytical skills;
(iii) have good organising, communication and interpersonal skills; 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 this advertisement.

IV. ROLE AND RESPONSIBILITIES

To assist in designing and implementing policies and programmes geared towards promotion of gender related issues.

V. DUTIES AND SALARY

1. To assist the Head, Gender Unit in the performance of his duties.

2. To oversee and implement gender mainstreaming strategies.

3. To advise on gender related issues.

4. To contribute in capacity building of stakeholders of the National Gender Machinery (NGM).

5. To act as a liaison officer between the different units of the Ministry and all stakeholders to ensure that the NGM is a full-fledged gender analysis and policy making body.

6. To assist in the preparation of work plans and Programme Based Budget of the Gender Unit.

7. To provide gender expertise and technical support on implementation of the National Gender Policy Framework.

8. To participate in programmes and other fora so as to promote gender agenda at national and international levels.

9. To manage the Gender Information System.

10. To follow up the recommendations pertaining to gender issues with regard to regional and international commitments.

11. To prepare reports and/or information, education and communication materials on issues relating to gender.

12. To use ICT in the performance of his duties.
13. 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 Gender and Development Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 38,350 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 a month.

VI. 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

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 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 advised to submit their e-mail address.

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

7. For technical support and other queries, the help desk of the Public Service Commission may be contacted on the 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 Commissions/Embassies overseas.

**VII. CLOSING DATE**

Applications should reach the Secretary, Public Service Commission, **not later than 3.00 p.m. (local time) on Wednesday 23 October 2019**. Applications received after the specified closing date and time will **not** be considered.

Date: 03 October 2019

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