Applications are invited from qualified candidates who wish to be considered for appointment as Welfare Assistant in the Ministry of Health and Wellness.

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 Cambridge School Certificate with credit in at least English Language and French obtained on one certificate or Passes in at least five subjects with at least Grade C in English Language and French obtained on one certificate at the General Certificate of Education “Ordinary Level” or an equivalent qualification acceptable to the Public Service Commission.

**Note**

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

B. Candidates should –

(i) reckon experience in welfare work;

(ii) possess good communication and interpersonal skills; and

(iii) 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. DUTIES AND SALARY

1. To assist the Medical Social Worker/Senior Medical Social Worker in dealing with routine social enquiries, problems and case records of patients.

2. To refer cases to appropriate government and non-government social services.

3. To advise patients and/or their relatives on institutional services available for rehabilitation.

4. To perform word processing and other basic ICT functions.

5. 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 Welfare Assistant in the roles ascribed to him.

Note

1. Welfare Assistants will be administratively responsible to the Head of the institution and technically to the Medical Social Worker/Senior Medical Social Worker.

2. Selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo on-the-job training for a period of not less than six months under the supervision of a Medical Social Worker/Senior Medical Social Worker. On successful completion of the training, they will be considered for appointment as Welfare Assistant in a substantive capacity.
The permanent and pensionable post carries salary in the scale Rs 13,530 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 30,175 a month.

Appointment in a temporary capacity in the grade carries salary at the flat rate of Rs 13,530 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 09.00 a.m. to 03.30 p.m. on weekdays and not later than 03.00 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 advised to submit their e-mail address.

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

7. For technical support and other queries, the helpdesk 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 Public Service, Administrative and Institutional 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 Thursday 13 February 2020**. Applications received after the specified closing date and time will **not** be considered.

Date: 31 January 2020