MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 136 OF 2016

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

Applications are invited from qualified candidates who wish to be considered for appointment as Family Counselling 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 degree in Social Work or Social Studies or Sociology or Psychology from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

   (i) possess good communication, supervisory and interpersonal skills; and

   (ii) be computer literate.

NOTE

1. Candidates should produce written evidence of knowledge claimed.

2. The onus for the submission of 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 failing the non-submission of 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 be responsible for the day-to-day management of the Family Support Bureau.

2. To supervise the work of officers posted at the Family Support Bureau.
3. To interview persons in need of advice and guidance, provide counselling on issues/problems relating to family matters and arrange for referral, if necessary.

4. To plan, organise and co-ordinate counselling activities, seminars, talks at regional and national levels.

5. To maintain close contact with organisations and referral centres working on family-related issues.

6. To carry out surveys and studies on specific areas where counselling is required.

7. To submit monthly reports/programmes of work (including statistics).

8. To submit programmes of activities on monthly basis, monitor and evaluate the programmes for follow-up action.

9. To provide hot line counselling on a roster basis.

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 Family Counselling 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 should 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.

2. Candidates already in the service should submit their application in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising/Responsible Officers.

3. This advertisement together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at http://psc.govmu.org

5. Acknowledgement of applications will be made, as far as possible, by e-mail. Candidates are therefore advised to submit their e-mail address.

6. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS TO CANDIDATES” before filling in the Application Form. Care should be taken to fill in the Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the applicant.**

**VI. CLOSING DATE**

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. on Tuesday 17 January 2017.**

Date: 28 December 2016

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