MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 58 OF 2016

Vacancies for Post of Welfare Assistant
Ministry of Health and Quality of Life

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

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 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 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

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

NOTE

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. They will draw a flat salary of Rs 13,530 a month.

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 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.

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

4. Candidates are encouraged to submit on-line application through the government web portal at http://www.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 **Wednesday 10 August 2016.**

Date: 28 July 2016

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