MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 58 OF 2014

Vacancies for Post of Educational Social Worker
Ministry of Education and Human Resources

Applications are invited from qualified candidates who wish to be considered for appointment as Educational Social Worker in the Ministry of Education and Human Resources.

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 diploma in Social Work from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –
   (i) possess good communication and interpersonal skills;
   (ii) have a high sense of trustworthiness, discretion, tact, patience, integrity and confidentiality;
   (iii) have the ability to work in teams and under pressure in a multi-cultural environment;
   (iv) be result-oriented; and
   (v) 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 rests on the candidates.

3. The Commission reserves the right to convene only the best qualified candidates for interview.
IV. DUTIES AND SALARY

1. To assist, support and collaborate with Senior Educational Psychologists and Educational Psychologists in the day-to-day activities and to deal with minor recurrent issues.

2. To liaise with the school, the community and Educational Psychologists to identify cases of children needing special attention.

3. To establish links between home, school and community or other relevant institutions in respect of children suffering from social, emotional and behavioural problems.

4. To visit students’ families and to provide practical assistance.

5. To provide group/individual counselling in school premises.

6. To work in collaboration with heads of schools to address problems of school violence, absenteeism and drop-outs.

7. To identify children of school-going age who are not attending school and conduct parent education programmes for necessary guidance.

8. To conduct sensitisation/awareness programmes with children and parents and to liaise with other institutions for talks, as and when required.

9. To collect, update and record data regarding cases of children needing special attention.

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 Educational Social Worker in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 14,275 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 36,575 a month. However, for the year 2014, incumbents would draw salary at the discounted rate of Rs 13,980 in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.
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 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.gov.mu

4. On-line application can also be submitted through the government web portal at http://www.gov.mu

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

6. Candidates are 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 Thursday 28 August 2014.

Date: 08 August 2014

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