MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 50 OF 2014

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

Applications are invited from qualified candidates who wish to be considered for appointment as Enforcement 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
Candidates should –

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

B. 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 be responsible to the Head, Child Development Unit through the Co-ordinator for –
   (a) enforcing and implementing the norms and standards at the Child Day Care Institutions and Shelters/Child Residential Institutions as per existing legislation;
   (b) ensuring follow-up on applications for registration of Child Day Care Institutions and designation of places of safety;
   (c) monitoring and carrying out inspections/checks at Child Day Care Institutions and Shelters/Child Residential Institutions to ensure compliance with set Regulations/Guidelines and to submit appropriate reports;
(d) assisting in –

(i) the design and production of IEC materials for Child Day Care Institutions and Shelters/Child Residential Institutions;

(ii) the organisation and conduct of capacity building programmes for the personnel of Child Day Care Institutions and Shelters/Child Residential Institutions;

(iii) the planning, organising and conduct of Information, Education and Communication (IEC) Campaigns to create awareness on issues related to Child Development and Child Protection; and

(e) investigating into complaints received against Child Day Care Institutions and Shelters/Child Residential Institutions.

2. To attend Court as and when required.

3. To use ICT in the performance of his duties.

4. 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 Enforcement Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 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 – 35,375 a month. However, for the year 2014, the incumbent would draw salary at the discounted rate of Rs 15,180 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 Wednesday 30 July 2014.

Date: 10 July 2014

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