MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 125 OF 2017

Vacancy for the Post of Coordinator

Ministry of Social Integration and Economic Empowerment

Applications are invited from qualified candidates who wish to be considered for appointment as Coordinator in the Ministry of Social Integration and Economic Empowerment.

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. A Master's Degree in Social Development or Social Work or Sociology or Psychology or Economics or Project Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should
   (i) reckon at least five years’ experience in community/poverty alleviation services;
   (ii) possess good interpersonal, communication and organising 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. The Commission reserves the right to convene only the best qualified candidates for interview.
IV. ROLE AND RESPONSIBILITIES

To ensure the efficient and effective implementation, coordination, monitoring and evaluation of programmes, projects and schemes aimed at achieving the objectives and plan of action of the Ministry.

V. DUTIES AND SALARY

1. To be responsible to the head of the Ministry for the performance of the following duties –

   (i) the day-to-day management of the Technical Unit;
   (ii) the preparation of short, medium and long term plans of action in areas of poverty, community development and advise on policies concerning these areas;
   (iii) the preparation and implementation of sensitisation programmes for the community through mass media and other means including publications;
   (iv) the coordination of statistical research projects and programmes;
   (v) representing the Ministry at meetings; and
   (vi) building and strengthening good relationship with other public institutions, private sector, international organisations and civil society organisations.

2. To initiate surveys and studies in connection with poverty alleviation programmes and acting as research team leader.

3. To elaborate, implement and monitor training programmes.

4. To prepare and/or compile periodic reports.

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

6. 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 Coordinator in the roles ascribed to him.
**Note**

The permanent and pensionable post carries salary in scale Rs 29,400 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 a month.

**VI. 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 Commissions/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 Officer.

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 online 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.**
VII. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. on Monday 04 December 2017**.

Date: 14 November 2017