MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 121 OF 2017

Vacancy for the Post of Monitoring and Evaluation Officer

Ministry of Social Integration and Economic Empowerment

Applications are invited from qualified candidates who wish to be considered for appointment as Monitoring and Evaluation Officer 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 degree in Finance or Economics or Statistics or Project Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should;

   (i) reckon at least two years’ post-qualification experience in monitoring and evaluation of projects, programmes and activities related to poverty alleviation;

   (ii) possess effective communication and interpersonal skills;

   (iii) be proactive; and

   (iv) 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. **DUTIES AND SALARY**

1. To provide technical support –
   (i) in the design, monitoring and evaluation of poverty alleviation programmes; and
   (ii) in designing, monitoring and reviewing the Ministry’s plans and monitor all project activities, expenditures and progress towards achieving project output.

2. To build capacity and support the Ministry regarding planning, monitoring and evaluation.

3. To assist in developing tools and terms of reference for baseline surveys/evaluation of development programmes/projects and/or any research to be undertaken by the Ministry.

4. To supervise the baseline survey/evaluation exercises.

5. To provide information and statistics to the Co-ordinator for the preparation of progress reports.

6. To organise and conduct training on monitoring and evaluation for the technical staff.

7. To follow-up on a timely basis, the progress of outputs versus plans.

8. To set up a functional monitoring and evaluation system with a view to ensuring the effectiveness of the Ministry’s programmes and projects.

9. To coordinate a process of compiling evidence of good practices through proper assessment and documentation of better practices.

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 Monitoring and Evaluation Officer in the roles ascribed to him.

**Note**

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 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 the following address: [http://psc.govmu.org](http://psc.govmu.org)

4. Candidates are encouraged to submit on-line application through the government web portal at [http://www.govmu.org](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 Monday 11 December 2017.**

Date: 21 November 2017

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