Applications are invited from qualified candidates who wish to be considered for appointment as Research 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**

A. Candidates should possess a degree in Sociology or Economics or Social Work or Statistics from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

   (i) reckon at least four years’ experience in research, survey, statistical analysis, interpretation and analysis of findings and report writing;

   (ii) have 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 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 assist the Head, Planning and Research Unit in the performance of his duties.

2. To conduct statistical research projects and programmes.

3. To conceive and develop projects on women, family and children.

4. To carry out research work and studies for the promotion of child development, protection against domestic violence and promotion of family welfare.

5. To follow up on studies, surveys, plan of action and policy papers initiated by the Ministry.

6. To design and carry out quantitative and qualitative surveys and to assess the impact of various programmes with a view to improving services to the community at large.

7. To verify and interpret data from research work on issues related to women, children and family.

8. To assist in the collection and compilation of data and information including search on the internet and data analysis on women, children and family.

9. To assist in the preparation of reports of survey findings for use in planning and assessment.

10. To assist in conducting evaluation and monitoring of projects.

11. To liaise with Government Organisations, Non-Governmental Organisations, and international agencies for elaboration of schemes, programmes and projects relating to women, children and family.

12. To assist in organising conferences, seminars, meetings, training programmes on such related activities geared towards the enhancement of women culture, child development and family.

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

14. 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 Research Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 25,525 × 775 – 32,500 × 925 – 37,125 × 1, 225 – 40,800 × 1,525 – 49,950 × 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 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 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 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 Tuesday 13 June 2017.

Date: 24 May 2017

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