MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 65 OF 2018

Vacancies for Post of Social Welfare Officer
Rodrigues Regional Assembly [Community Development]

Applications are invited from qualified candidates who wish to be considered for appointment as Social Welfare Officer in the Rodrigues Regional Assembly (Community Development).

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 possess:

A. (a) a Cambridge School Certificate with credit in at least five subjects including English Language, French, Mathematics and Principles of Accounts obtained at not more than two sittings or

(b) Passes not below Grade C in at least five subjects including English Language, French, Mathematics and Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations;

B. a Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”; and

C. a diploma in Social Work from a recognised institution.
OR

Equivalent qualifications to A, B and C above acceptable to the Public Service Commission.

D. Candidates should be computer literate.

Qualification at A above should have been obtained prior to qualification at B above.

**NOTE**

In the absence of candidates possessing qualification at C above, consideration will be given to those who possess the qualifications at A and B above. The selected candidate will be appointed in a temporary capacity in the first instance and will be required to follow successfully a course leading to a diploma in Social Work at a recognised institution to be eligible for appointment in a substantive capacity.

**Note**

1. Candidates should produce written evidence of knowledge claimed.

2. **The onus for the submission of written evidence of 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 knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**

3. Candidates may be required to sit for a written examination as part of the selection process.

4. The Commission reserves the right:

   (i) to convene only the best qualified candidates for interview; and

   (ii) not to make any appointment following this advertisement.

**IV. DUTIES AND SALARY**

1. To be responsible for –

   (i) the day-to-day administration of Community Centres;
(ii) the implementation of minor community-based projects;

(iii) the organisation of seminars, conferences, competitions, exhibitions and other related activities;

(iv) keeping of such records and registers as required by relevant legislation;

(v) the day-to-day management of the financial grant allocated to the Community Centres; and

(vi) the management of refugee centres during periods of natural calamities and looking after refugees, when cyclonic conditions no longer prevail.

2. To organise all social, educational, cultural and recreational activities in Community Centres.

3. To assist in the implementation of major community-based projects.

4. To create a dynamic interaction between Community Centres and the local community by conducting small surveys, focus group discussions on social/community issues and home visits.

5. To effect home visits to members of the community including the disabled and the bedridden elderly.

6. To network through personal contacts/visits with Government Agencies, Non-Governmental Organisations and voluntary agencies in the local community in order to harness resources, financial and non-financial resources for implementation of welfare programmes/projects.

7. To assist in the setting-up of proper interface between the centres and the community by attending meetings with local committees, local volunteers, youths and other groups.

8. To monitor the work and attendance of staff employed at Community Centres.

9. To effect payment of daily expenditure and collect revenues and donations.

10. To keep books of accounts and prepare all other related documents of Community Centres including payment vouchers, cheques, travelling bills as well as the annual estimates and the monthly and annual financial statements for audit purposes.

11. To keep and maintain records of assets and inventories at Community Centres under his responsibility.

12. To ensure that Community Centre buildings and annexed infrastructures and other assets are properly maintained and utilised.

13. To serve as ex-officio member in the Council of Social Service.
14. To use ICT in the performance of his duties.

15. 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 Social Welfare Officer in the roles ascribed to him.

**Note**

Social Welfare Officers will be required to work at staggered hours.

The permanent and pensionable post carries salary in scale Rs 16,400 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 QB 38,350 x 1,225 – 39,575 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. 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**

3. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.

4. 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 candidate**.
VI. **CLOSING DATE**

Application Forms should reach the Island Chief Executive, Chief Commissioners’ Office, Port Mathurin, Rodrigues **not later than 3.15 p.m. on Thursday 03 January 2019.**

**IMPORTANT**

The post which falls under the Establishment of the Rodrigues Regional Assembly is restricted for service in Rodrigues only. Any request for transfer or promotion to any similar or other posts in Mauritius will not be considered at any stage from any person who is selected for appointment.

Date: 14 December 2018

Public Service Commission,
7, Louis Pasteur Street,
Forest Side,

**MAURITIUS.**