Vacancies for Post of Social Security Officer
Rodrigues Regional Assembly (Social Security Division)

Applications are invited from qualified officers of the Rodrigues Regional Assembly who wish to be considered for appointment as Social Security Officer in the Social Security Division of the Rodrigues Regional Assembly.

II. QUALIFICATIONS

By selection from among Clerical Officer/Higher Clerical Officers and General Services Officers (Rodrigues Regional Assembly) who hold a substantive appointment in their respective grades and who possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Public Service Commission.

Note

The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.

NOTE

Social Security Officers will be required to follow successfully an in-service training course, as approved and arranged by the Ministry of Social Security, National Solidarity and Reform Institutions, to be eligible for consideration for promotion as Higher Social Security Officer.

III. DUTIES AND SALARY

1. To attend to callers and to register claims for benefits, social assistance including Social Registry of Mauritius and loans.

2. To register employers and employees for National Pensions, National Savings Fund and other social insurance schemes.

3. To process papers in connection with collection of contributions and payment of benefits, including those related to the National Savings Fund, social assistance including Social Registry of Mauritius.

4. To collect monies due and to effect payment, as and when necessary.

5. To be responsible for petty stores and stationery.

6. To assist in the provision of relief measures relating to natural calamities.

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

8. 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 Security Officer in the roles ascribed to him.
Note

Social Security Officers may be required to work outside normal working hours, on Saturdays, Sundays, Public Holidays and officially declared cyclone days.

The permanent and pensionable post carries salary in scale Rs 14,275 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 - 30,575 a month plus salary compensation at approved rates.

IV. 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. This circular 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 applicant.

V. CLOSING DATE

Applications should reach the Island Chief Executive, Chief Commissioner’s Office, Port Mathurin, Rodrigues, not later than 3.15 p.m. on Monday 24 August 2015.

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: Monday 03 August 2015

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