

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 63 OF 2016

Vacancy for Post of Deputy Social Welfare Commissioner **Ministry of Social Security, National Solidarity and Reform Institutions**

Applications are invited from qualified officers of the Ministry of Social Security, National Solidarity and Reform Institutions who wish to be considered for appointment as Deputy Social Welfare Commissioner in the Ministry.

II. QUALIFICATIONS

By selection from among officers in the grade of Principal Social Welfare Officer who reckon at least three years' service in a substantive capacity in the grade and who –

- (i) possess a degree in Social Work or in a related field from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and
- (ii) have effective organising and managerial abilities and a high sense of responsibility.

Note

The onus for the submission of 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 failing the non-submission of Equivalence Certificate, as appropriate, by the closing date.

III. ROLE AND RESPONSIBILITIES

To assist the Social Welfare Commissioner in the enhancement and promotion of social welfare in line with the goals and objectives of the Ministry.

IV. DUTIES AND SALARY

1. To deputise for the Social Welfare Commissioner, as and when required.
2. To be responsible for the implementation of programmes relating to development of staff and volunteers at Social Welfare Centres.
3. To develop strategies for the proper implementation and monitoring of social welfare programmes/community projects of Social Welfare Centres.
4. To devise and develop appropriate systems to ensure the sound management and utilisation of physical and financial resources at Social Welfare Centres.
5. To monitor the implementation and execution of Government policies relating to Social Welfare Centres.
6. To organise and supervise the work of field staff of the Social Welfare Division.
7. To co-ordinate at field level, the organisation of events of national importance such as National Day Celebrations and World Food Day.

8. To monitor capital projects earmarked for Social Welfare Centres.
9. To use ICT in the performance of his duties.
10. 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 Deputy Social Welfare Commissioner in the roles ascribed to him.

Note

The Deputy Social Welfare Commissioner will be required to work at staggered hours.

The permanent and pensionable post carries salary in scale Rs 34,350 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 Commission/Embassies overseas.
2. Applications should be submitted **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Permanent Secretary, Ministry of Social Security, National Solidarity and Reform Institutions.
3. 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>
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 Wednesday 23 November 2016.**

Date: 03 November 2016

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