PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 81 OF 2016

Vacancy for Post of Research Officer
Ministry of Gender Equality, Child Development and Family Welfare

Applications are invited from qualified officers of the Ministry of Gender Equality, Child Development and Family Welfare who wish to be considered for appointment as Research Officer in the Ministry.

II. QUALIFICATIONS

By selection from among serving officers on the establishment of the Ministry who hold a substantive appointment and who -

(i) 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;

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

(iii) have good communication and interpersonal skills.

NOTE

1. Candidates should produce written evidence of experience/knowledge claimed.

2. 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. 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 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.

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. 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 Gender Equality, Child Development and Family Welfare.

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](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.

V. 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 27 December 2016.**

Date: 07 December 2016

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