Vacancies for Post of Social Security Officer
Ministry of Social Security, National Solidarity and Reform Institutions

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

II. QUALIFICATIONS

By selection from among officers who hold a substantive appointment in the grades of Clerical Officer/Higher Clerical Officer and Management Support Officer 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

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.

Note

1. 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.

2. The Commission reserves the right to convene only the best qualified candidates for interview.

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 payments, 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 16,075 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 33,425 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 their respective Supervising/Responsible Officers.

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).


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, \textit{not later than 3.00 p.m. on Thursday 27 October 2016.}

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

Date: 07 October 2016