PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 18 OF 2014

Vacancy for Post of Assistant Commissioner, Social Security
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 Assistant Commissioner, Social Security in the Ministry.

II. QUALIFICATIONS

By selection from among -

(a) officers in the grade of Principal Social Security Officer; and

(b) officers in the grade of Senior Social Security Officer who reckon at least six years’ service in a substantive capacity in the grade and who possess –

Either

(i) a degree in Social Work or Sociology from a recognised institution.

Or

(ii) a diploma in Social Work together with a degree in Administration or Economics from a recognised institution.

OR

Equivalent qualifications to (b)(i) and (b)(ii) above 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.

III. ROLE AND RESPONSIBILITIES

To assist in the implementation of policies pertaining to the Operational Units in line with the overall mission, vision and objectives of the Ministry.

IV. DUTIES AND SALARY

1. To be responsible for planning, organising, leading and controlling work in his branch/section/unit.

2. To be the officer-in-charge of the Elderly Persons’ Protection Unit.
3. To assist the Commissioner, Social Security and the Deputy Commissioner, Social Security in the discharge of their duties.

4. To co-ordinate and supervise relief measures in emergencies including fire, flood, cyclone, landslide and other natural calamities.

5. To organise and to undertake training of staff.

6. To ensure the proper implementation of the Protection of Elderly Persons Act and the Residential Care Homes Act.

7. To perform all IT activities directly or indirectly related to his job.

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 Assistant Commissioners, Social Security in the roles ascribed to them.

**Note**

Assistant Commissioners, Social Security 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 30,575 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 54,275 a month. However, for the year 2014, incumbents would draw salary at the discounted rate in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.

**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.gov.mu](http://psc.gov.mu).
4. On-line application can also be submitted through the government web portal at http://www.gov.mu

5. Acknowledgement of applications will be made as far as possible by e-mail. Candidates are therefore encouraged to submit their e-mail address.

6. Candidates are 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 9 June 2014.

Date: 20 May 2014

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