

## **MAURITIUS PUBLIC SERVICE**

### **PUBLIC ADVERTISEMENT NO. 15 OF 2021**

#### **Vacancy for the Post of Family Counselling Officer** **Ministry of Gender Equality and Family Welfare**

Applications are invited from qualified candidates who wish to be considered for appointment as Family Counselling Officer in the Ministry of Gender Equality and Family Welfare.

#### **II. AGE LIMIT**

Candidates, unless already in the Service, should not have reached their **40<sup>th</sup>** birthday by the closing date for the submission of applications.

#### **III. QUALIFICATIONS**

- A.** Candidates should possess a degree in Social Work or Social Studies or Sociology or Psychology from a recognised institution **or** an equivalent qualification acceptable to the Public Service Commission.
- B.** Candidates should -
- (i) possess good communication, supervisory and interpersonal skills; and
  - (ii) be computer literate.

#### **NOTE**

1. Candidates should produce written evidence of knowledge claimed.
2. **The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**

3. Candidates may be required to sit for a written examination as part of the selection process.
4. The Commission reserves the right:
  - (i) to convene **only** the best qualified candidates for interview; and
  - (ii) not to make any appointment following this advertisement.

#### **IV. DUTIES AND SALARY**

1. To be responsible for the day-to-day management of the Family Support Bureau.
2. To supervise the work of officers posted at the Family Support Bureau.
3. To interview persons in need of advice and guidance, provide counselling on issues/problems relating to family matters and arrange for referral, if necessary.
4. To plan, organise and co-ordinate counselling activities, seminars, talks at regional and national levels.
5. To maintain close contact with organisations and referral centres working on family-related issues.
6. To carry out surveys and studies on specific areas where counselling is required.
7. To submit monthly reports/programmes of work (including statistics).
8. To submit programmes of activities on monthly basis, monitor and evaluate the programmes for follow-up action.
9. To provide hot line counselling on a roster basis.
10. To use ICT in the performance of his duties.

11. 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 Family Counselling 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.

## V. MODE OF APPLICATION

1. Qualified candidates are advised to submit their application **electronically** at the following address:

**<http://psc.govmu.org>**

2. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from **9.00 a.m. to 3.30 p.m. on weekdays and not later than 3.00 p.m. on the closing date.**
3. Candidates are requested to follow the procedures that can be accessed through the **“How to Apply”** option on the above address.
4. Candidates already in the service **should** also submit a printed copy of their electronic Application Form, **duly signed**, through their respective Supervising Officer/ Responsible Officer.
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. For queries regarding **Username and Password**, the Government Online Centre (GOC) may be contacted on the e-mail address **support@ncb.mu** or on phone number **454 9955**.
7. For **technical support and other queries**, the helpdesk of the Public Service Commission may be contacted on the e-mail address **pdsc@govmu.org** or phone number **670 9705** or fax number **670 3417**.

8. Candidates are also advised to read carefully the “**NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to Public Advertisement)**” before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**
9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may submit their application on **PSC Form 7** which may be obtained **either** from the Enquiry Counter of the Ministry of Public Service, Administrative and Institutional 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 Commissions/Embassies overseas.

## **VI CLOSING DATE**

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. (local time) on Tuesday 16 March 2021.** Applications received after the specified closing date and time will **not** be considered.

**Date: 24 February 2021**

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