

**PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 24 OF 2021**

**Vacancies for Post of Social Security Officer**  
**Ministry of Social Integration, Social Security and National Solidarity**  
**(Social Security and National Solidarity Division)**

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

**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 Integration, Social Security and National Solidarity (Social Security and National Solidarity Division), to be eligible for consideration for promotion as Higher Social Security Officer.

**Note**

**The onus for the submission of 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 Equivalence Certificate, as appropriate, by the closing date.**

**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 electronically *via* the website of the Public Service Commission at the following address **<https://psc.govmu.org>**
2. Candidates are requested to follow the procedures that can be accessed through the **“How to Apply”** option on the above address.
3. Candidates **should** also submit a printed copy of their Application Form, **duly signed**, through their respective Responsible Officer/Supervising Officer.
4. For queries regarding **Username & Password**, the Government Online Centre (GOC) may be contacted on the e-mail address **[support@ncb.mu](mailto:support@ncb.mu)** or on phone number **454 9955**.
5. For **technical support and other queries**, the helpdesk of the Public Service Commission may be contacted on the e-mail address **[pdsc@govmu.org](mailto:pdsc@govmu.org)** or phone number **670 9705** or fax number **670 3417**.

6. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)”** 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.**

#### **V. CLOSING DATE**

Online Applications should be submitted **not later than 3.00 p.m. (local time) on Tuesday 13 July 2021.** Applications received after the specified closing date and time will **not** be considered.

**Date: 23 June 2021**

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