

**PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 47 OF 2021**

**Vacancy for Post of Manager, Social Security  
Rodrigues Regional Assembly (Social Security)**

Applications are invited from qualified officers of the Rodrigues Regional Assembly who wish to be considered for appointment as Manager, Social Security in the Rodrigues Regional Assembly (Social Security).

**II. QUALIFICATIONS**

A. By selection from among officers in the grades of –

(a) Principal Social Security Officer; and

(b) 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.

B. Candidates should possess –

(i) good organising and leadership skills; and

(ii) good interpersonal and communication skills.

**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. ROLE AND RESPONSIBILITIES**

To assist in the day-to-day administration and management of the Social Security Service and to ensure the proper functioning of its activities.

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

1. To be responsible administratively to the Departmental Head and technically to the Commissioner, Social Security of the Ministry of Social Integration, Social Security and National Solidarity for the following –
  - (a) implementing policies and programmes pertaining to the Social Security;
  - (b) planning and monitoring quality management of services provided at the Social Security Division;
  - (c) ensuring the proper implementation of the Protection of Elderly Persons Act and the Residential Care Homes Act;
  - (d) coordinating and supervising relief measures and emergencies including fire, flood, cyclone, landslide and other natural calamities; and
  - (e) organising and conducting training of staff.
2. To use ICT in the performance of his duties.
3. 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 Manager, Social Security in the roles ascribed to him.

#### **Note**

The Manager, Social Security may be required to work outside normal working hours including Saturdays, Sundays, Public Holidays and officially declared cyclone days.

The permanent and pensionable post carries salary in scale Rs 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 should 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.

2. This circular together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at <https://psc.govmu.org>
3. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
4. 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 candidate.**

## **VI. CLOSING DATE**

Application Forms should reach the Island Chief Executive, Chief Commissioner’s Office, Port Mathurin, Rodrigues, **not later than 15 15 hours (local time) on Tuesday 12 October 2021.** Application Forms received after the specified closing date and time will **not** be considered.

### **IMPORTANT**

The post which falls under the Establishment of the Rodrigues Regional Assembly is restricted for service in Rodrigues only. Any request for transfer or promotion to any similar or other posts in Mauritius will not be considered at any stage from any person who is selected for appointment.

**Date: 22 September 2021**

Public Service Commission,  
7, Louis Pasteur Street,  
Forest Side,  
**MAURITIUS.**