

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 99 of 2022

Vacancy for Post of Monitoring and Evaluation Officer Ministry of Social Integration, Social Security and National Solidarity (Social Integration Division)

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

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their **45th** birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

- A. Candidates should possess a Degree in Economics or Social Work or Statistics or Project Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) possess effective interpersonal and communication skills;
 - (ii) be proactive; and
 - (iii) 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 take part in a written examination.
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 to the Head, Technical Unit for the monitoring and evaluation of poverty alleviation programmes and projects.
2. To provide technical support –
 - (i) in the design, monitoring and evaluation of poverty alleviation programmes; and
 - (ii) in designing, monitoring and reviewing the Ministry's plans and monitor all project activities, expenditures and progress towards achieving project output.
3. To examine action plans and project implementation plans for social housing projects and programmes and other related infrastructural projects.
4. To monitor social housing and other infrastructural projects, design key performance indicator and targets.
5. To set up a functional monitoring and evaluation system with a view to ensuring the effectiveness of the Ministry's programmes and projects.
6. To build capacity and support the Ministry regarding planning, monitoring and evaluation.
7. To assist in developing tools and terms of reference for baseline surveys/evaluation of development programmes/projects and/or any research to be undertaken by the Ministry.
8. To supervise the baseline survey/evaluation exercises.
9. To examine and interpret quantitative and qualitative data for the preparation of progress reports.
10. To coordinate a process of compiling evidence of good practices through proper assessment and documentation of better practices.
11. To organise and conduct training on monitoring and evaluation for the technical staff.
12. To follow-up on a timely basis, the progress of outputs versus plans.
13. To use ICT in the performance of his duties.
14. 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 Monitoring and Evaluation Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 62,700 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. Candidates already in the service **should** submit their Application Form **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising Officer/Responsible Officer.
3. This advertisement together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at **<https://psc.govmu.org>**
4. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
5. 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 Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours (local time) on Tuesday 31 January 2023**. Application Forms received after the specified closing date and time will **not** be considered.

Date: 11 January 2023

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