

**MAURITIUS PUBLIC SERVICE**  
**PUBLIC ADVERTISEMENT NO. 26 OF 2023**  
**Vacancies for Post of Welfare Assistant**  
**Ministry of Health and Wellness**

Applications are invited from qualified candidates who wish to be considered for appointment as Welfare Assistant in the Ministry of Health and Wellness.

**II. AGE LIMIT**

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

**III. QUALIFICATIONS**

A. Candidates should possess a Cambridge School Certificate with credit in at least English Language and French obtained on one certificate or Passes in at least five subjects with at least Grade C in English Language and French obtained on one certificate at the General Certificate of Education “Ordinary Level” or an equivalent qualification acceptable to the Public Service Commission.

**Note**

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

B. Candidates should –

- (i) reckon experience in welfare work;
- (ii) possess good communication and interpersonal skills; and
- (iii) be computer literate.

**NOTE**

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo on-the-job training for a period of not less than six months under the supervision of a Medical Social Worker/Senior Medical Social Worker. On successful completion of the training, they will be considered for appointment as Welfare Assistant in a substantive capacity.

**Note**

1. Candidates should produce written evidence of experience/knowledge claimed.
2. **The onus for the submission of written evidence of experience/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 experience/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 assist the Medical Social Worker/Senior Medical Social Worker in dealing with routine social enquiries, problems and case records of patients.
2. To refer cases to appropriate government and non-government social services.
3. To advise patients and/or their relatives on institutional services available for rehabilitation.
4. To perform word processing and other basic ICT functions.
5. 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 Welfare Assistant in the roles ascribed to him.

**Note**

Welfare Assistants will be administratively responsible to the Head of the institution and technically to the Medical Social Worker/Senior Medical Social Worker.

The permanent and pensionable post carries salary in scale Rs 16,265 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 - 34,825 a month.

Appointment in a temporary capacity in the grade carries salary at the flat rate of Rs 16,265 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 Thursday 30 March 2023.** Application Forms received after the specified closing date and time will **not** be considered.

**Date: 17 March 2023**

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