

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 54 OF 2023

Vacancy for Post of Head, Gender, Family Welfare and Child Development **Rodrigues Regional Assembly** **(Gender, Family Welfare and Child Development)**

Applications are invited from qualified officers of the Rodrigues Regional Assembly who wish to be considered for appointment as Head, Gender, Family Welfare and Child Development in the Rodrigues Regional Assembly (Gender, Family Welfare and Child Development).

II. QUALIFICATIONS

A. By selection from among officers who hold a substantive appointment in the grade of Family Welfare and Protection Officer and who possess a degree in Economics or Social Work or Sociology or Psychology or Social Policy or Social Studies from a recognised institution.

OR

an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

- (i) possess good administrative and leadership skills;
- (ii) be able to interact with people at all levels;
- (iii) possess qualities of trustworthiness, discretion, maturity and tact; and
- (iv) 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.**

III. ROLE AND RESPONSIBILITIES

To be responsible for the implementation of policies and strategies in respect of Gender, Family Welfare and Child Development in Rodrigues.

IV. DUTIES AND SALARY

1. To be responsible to the Departmental Head for the overall management of the Gender, Family Welfare and Child Development Units.
2. To advise on the formulation of policies on projects and programmes aiming at promoting the advancement and enhancing the women's and families contribution to development, for gender, family welfare and child protection.
3. To advise on the framing of appropriate legislations relating to women's rights and welfare.
4. To provide professional guidance, monitor and coordinate the work of the different units of Gender, Family Welfare and Child Development.
5. To work in close collaboration with Commissions, Parastatal Bodies, Non-Governmental Organisations and International Organisations working for the protection and welfare of children.
6. To ensure follow-up of cases of women in distress, domestic violence, placement of women in shelters, child abuse, placement of children in shelters and in the foster care system.
7. To ensure that the interest of the family and women are considered and safeguarded on the formulation of policies and implementation of projects and programmes.
8. To organise and coordinate activities relating to women's empowerment, gender equality, domestic violence, family issues and International Family Day.
9. To be responsible for training of Family Welfare and Protection Officers and foster care parents.
10. To organise, supervise and monitor the work of Family Welfare and Protection Officers.
11. To prepare and submit regular plans of work and evaluate progress reports on the implementation of policies, projects and programmes in favour of women, family and children.
12. To assist in developing information, education and communication strategies and carrying sensitisation campaigns against any forms of exploitation and abuse of children.
13. To monitor and co-ordinate the work of the different Units.
14. To be responsible for training related to the advancement of women, gender analysis and gender planning.

15. To use ICT in the performance of his duties.
16. 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 Head, Gender, Family Welfare and Child Development 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. 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 07 August 2023**. 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: 18 July 2023

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