

## **PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 101 OF 2023**

### **Vacancy for the Post of Deputy Social Welfare Commissioner** **Ministry of Gender Equality and Family Welfare**

Applications are invited from qualified officers of the Ministry of Gender Equality and Family Welfare who wish to be considered for appointment as Deputy Social Welfare Commissioner in the Ministry.

#### **II. QUALIFICATIONS**

By selection from among officers in the grade of Principal Social Welfare Officer who reckon at least three years' service in a substantive capacity in the grade and who –

- (i) possess a degree in Social Work or in a related field from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and
- (ii) have effective organising and managerial abilities and a high sense of responsibility.

#### **NOTE**

**The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities (Tertiary 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 the Social Welfare Commissioner in the enhancement and promotion of social welfare in line with the goals and objectives of the Ministry.

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

1. To deputise for the Social Welfare Commissioner, as and when required.
2. To be responsible for the implementation of programmes relating to development of staff and volunteers at Social Welfare Centres.
3. To develop strategies for the proper implementation and monitoring of social welfare programmes/community projects of Social Welfare Centres.
4. To devise and develop appropriate systems to ensure the sound management and utilisation of physical and financial resources at Social Welfare Centres.

5. To monitor the implementation and execution of Government policies relating to Social Welfare Centres.
6. To organise and supervise the work of field staff of the Social Welfare Division.
7. To co-ordinate at field level, the organisation of events of national importance such as National Day Celebrations and World Food Day.
8. To monitor capital projects earmarked for Social Welfare Centres.
9. To use ICT in the performance of his duties.
10. 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 Deputy Social Welfare Commissioner in the roles ascribed to him.

#### **Note**

The Deputy Social Welfare Commissioner will be required to work at staggered hours.

The permanent and pensionable post carries salary in scale Rs 36,550 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 **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 the Permanent Secretary, Ministry of Gender Equality and Family Welfare.
4. For queries regarding **Username and Password**, the Government Online Centre (GOC) may be contacted on the e-mail address **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** 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.**

## **VI. CLOSING DATE**

Online Applications should be submitted **not later than 15 00 hours (local time) on Thursday 14 December 2023.** Applications received after the specified closing date and time will **not** be considered.

**Date: 24 November 2023**

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