

## **MAURITIUS PUBLIC SERVICE**

### **PUBLIC ADVERTISEMENT NO. 168 OF 2023**

#### **Vacancies for Post of Family Welfare and Protection Officer** **Ministry of Gender Equality and Family Welfare**

Applications are invited from qualified candidates who wish to be considered for appointment as Family Welfare and Protection Officer in the Ministry of Gender Equality and Family Welfare.

#### **II. AGE LIMIT**

Candidates should be between **23** and **45** years of age by the closing date for the submission of applications (upper age limit not applicable to public officers).

#### **III. QUALIFICATIONS**

Candidates should -

- (i) possess a diploma in Social Work or Social Studies or Social Welfare or Psychology or Sociology or any other related field from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
- (ii) have good organising, communication and interpersonal skills; 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 (Tertiary 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**

##### **A. For Gender Unit**

1. To organise informative, training and recreational activities for women in Women's Centres, prepare monthly programmes of activities, monitor and evaluate work done in Women's Centres.
2. To assist in the organisation of seminars, conferences, competitions, exhibitions and other related activities.
3. To give publicity to the policy of the Ministry and activities/ programmes organised by the Ministry for the empowerment of women, promotion of gender equality and development of children.
4. To work in close collaboration with governmental and non-governmental organisations for the creation of common activities for empowerment of women.
5. To use ICT in the performance of his duties.
6. 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 Family Welfare and Protection Officer in the roles ascribed to him.

##### **B. For Family Welfare and Protection Unit**

1. To implement projects related to promotion of family welfare.
2. To assist in the organisation of workshops, seminars and conferences related to the promotion of family welfare.
3. To attend to victims of family violence and provide assistance as appropriate after having explained to victims their rights.
4. To conduct social enquiries into cases of family violence.
5. To accompany victims of family violence to Police Stations to report the cases.
6. To keep a record of cases reported and attended to for investigation and follow-up.
7. To accompany victims to a safe place or to hospital/dispensary if medical/surgical treatment is required.
8. To accompany victims to Court for application of protection, tenancy and occupation orders.

9. To refer cases to Family Counselling Officers, Psychologists and Legal Advisers.
10. To prepare reports and ensure follow-up in each case.
11. To provide other types of aid which victims and/or dependants may require.
12. To submit regular reports, as may be directed, on all cases attended.
13. To interact with other units of the Ministry and other Ministries/Departments/Institutions so as to ensure efficient services to the public.
14. To be on call on a roster basis to attend to cases of family violence.
15. To answer phone calls received through the hotlines of the Ministry for the purpose of first hand counselling, advice or intervention into cases, as appropriate.
16. To use ICT in the performance of his duties.
17. 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 Family Welfare and Protection Officer in the roles ascribed to him.

**C. For Child Development Unit**

1. To promote the protection and development of children.
2. To investigate into cases of abuse against children through social enquiries and take appropriate remedial action.
3. To organise positive activities in relation to the development of children.
4. To be responsible for the supervision and control of Day Care Centres and conduct Early Childhood Development Programmes.
5. To be responsible for the issue of licensing and formal registration of Child Day Care Institutions.
6. To implement the policy of Government relating to protection and welfare of children in general through a National Parental Empowerment Programme.

7. To execute the protocol of assistance for victims of sexual assaults.
8. To assist child victims of ill-treatment to report a case of emotional/psychological violence, physical violence, neglect or sexual violence in general at the level of the Child Protection Unit and/or at Police Stations.
9. To be responsible for the conveyance of children from shelters and other places of safety to court and back.
10. To assist families in need specially in deprived regions and towards their rehabilitation.
11. To keep a record of all cases reported and attended for investigation and follow-up purposes and to record statistics of cases and its updating.
12. To accompany child victims to a safe place or to hospital/dispensary if medical/surgical treatment is required.
13. To accompany child victims to court for application of court orders.
14. To refer cases to Family Counselling Officers, Psychologists and Legal Advisers.
15. To make report for each case and ensure that any order issued is being enforced and complied with and that psychological help and legal assistance have been provided.
16. To undertake proceedings for provision of other types of aid which victims and/or dependants may require.
17. To submit regular reports, as may be directed, on all cases attended to.
18. To assess and make arrangement for referral services to other Ministries/Departments/Institutions for children and families as need be.
19. To organise and conduct regular Information, Education and Communication programmes throughout the country in order to raise greater awareness among the population on Convention for the Rights of the Child, Child Protection Act and other relevant issues pertaining to Child Protection and Child Development.
20. To assist in the registration, supervision, monitoring and training of foster parents/families.

21. To arrange for matching and placement of children in need of foster care.
22. To provide ongoing support to the biological families for the reintegration of their children in the family.
23. To be on call on a roster basis to attend to cases of child abuse.
24. To answer phone calls received through the hotlines of the Ministry for the purpose of first hand counselling, advice or intervention into cases, as appropriate.
25. To assist and attend to cases of Tardy Declaration of Birth of both children and adults.
26. To use ICT in the performance of his duties.
27. 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 Family Welfare and Protection Officer in the roles ascribed to him.

### **Note**

Family Welfare and Protection Officers may be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays.

The permanent and pensionable post carries salary in the scale Rs 19,850 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 44,800 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 Wednesday 10 January 2024**. Application Forms received after the specified closing date and time will **not** be considered.

**Date: 21 December 2023**

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