

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 16 OF 2024

Vacancy for Post of Family Counselling Officer **Ministry of Gender Equality and Family Welfare**

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

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. A degree in Social Work or Social Studies or Sociology or Psychology from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should -
 - (i) possess good communication, supervisory and interpersonal skills; and
 - (ii) 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 for the day-to-day management of the Family Support Bureau.
2. To supervise the work of officers posted at the Family Support Bureau.
3. To interview persons in need of advice and guidance, provide counselling on issues/problems relating to family matters and arrange for referral, if necessary.
4. To plan, organise and co-ordinate counselling activities, seminars, talks at regional and national levels.
5. To maintain close contact with organisations and referral centres working on family-related issues.
6. To carry out surveys and studies on specific areas where counselling is required.
7. To submit monthly reports/programmes of work (including statistics).
8. To submit programmes of activities on monthly basis, monitor and evaluate the programmes for follow-up action.
9. To provide hot line counselling on a roster basis.
10. To use ICT in the performance of his duties.
11. 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 Counselling 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 hrs (local time) on Monday 25 March 2024.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 05 March 2024

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