

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 45 OF 2024

**Vacancies for Post of Assistant Commissioner, Social Security
Ministry of Social Integration, Social Security and National Solidarity
(Social Security and National Solidarity Division)**

Applications are invited from qualified officers of the Ministry of Social Integration, Social Security and National Solidarity (Social Security and National Solidarity Division) who wish to be considered for appointment as Assistant Commissioner, Social Security in the Ministry.

II. QUALIFICATIONS

By selection from among -

- (a) officers in the grade of Principal Social Security Officer; and
- (b) officers in the grade of Senior Social Security Officer who reckon at least six years' service in a substantive capacity in the grade and who possess –

Either

- (i) a degree in Social Work or Sociology from a recognised institution.

Or

- (ii) a diploma in Social Work together with a degree in Administration or Economics from a recognised institution.

OR

Equivalent qualifications to (b)(i) and (b)(ii) above acceptable to the Public Service Commission.

NOTE

The onus for the submission of 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 Equivalence Certificate, as appropriate, by the closing date.

III. ROLE AND RESPONSIBILITIES

To assist in the implementation of policies pertaining to the Operational Units in line with the overall mission, vision and objectives of the Ministry.

IV. DUTIES AND SALARY

1. To be responsible for planning, organising, leading and controlling work in his branch/section/unit.
2. To be the officer-in-charge of the Elderly Persons' Protection Unit.
3. To assist the Commissioner, Social Security and the Deputy Commissioner, Social Security in the discharge of their duties.
4. To co-ordinate and supervise relief measures in emergencies including fire, flood, cyclone, landslide and other natural calamities.
5. To organise and to undertake training of staff.
6. To ensure the proper implementation of the Protection of Elderly Persons Act and the Residential Care Homes Act.
7. To perform all IT activities directly or indirectly related to his job.
8. 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 Assistant Commissioners, Social Security in the roles ascribed to them.

Note

Assistant Commissioners, Social Security may be required to work outside normal working hours, on Saturdays, Sundays, Public Holidays and officially declared cyclone days.

The permanent and pensionable post carries salary in the scale Rs 34,825 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 – 64,400 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 Senior Chief Executive, Ministry of Social Integration, Social Security and National Solidarity.
4. For queries regarding **Username & 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 Monday 09 September 2024**. Applications received after the specified closing date and time will **not** be considered.

Date: 20 August 2024

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