

**PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 51 OF 2024**

**Vacancy for Post of Head, Home Economics Unit**  
**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 Head, Home Economics Unit in the Ministry.

**II. QUALIFICATIONS**

By selection from among officers of the Ministry who –

- (i) reckon –
  - (a) at least three years' service in a substantive capacity in the grade of Senior Home Economics Officer; and
  - (b) at least six years' service in a substantive capacity in the grade of Home Economics Officer;
- (ii) possess a degree in Home Economics or Home Science or Food Science and Technology or Food Science with Home Economics or Food Science and Nutrition from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
- (iii) reckon experience in administration or management or project management;
- (iv) possess strong leadership and managerial skills; and
- (v) have the ability to interact with people at all levels.

**III. ROLE AND RESPONSIBILITIES**

To be responsible for the management of the Home Economics Unit of the Ministry.

**IV. DUTIES AND SALARY**

1. To advise on the formulation of the Home Economics Policy of the Ministry and the design of projects and programmes aimed at the socio-economic empowerment and the improvement of the quality of life of the family/community.
2. To plan, organise, supervise and coordinate the work of the Senior Home Economics Officers, Home Economics Officers and other staff working in the Unit.
3. To coordinate the various activities of the Home Economics Programmes and projects.

4. To collaborate with other Ministries/Departments/Organisations/Sections on matters related to Home Economics.
5. To plan and organise training for Senior Home Economics Officers, Home Economics Officers and other subordinate staff.
6. To organise –
  - (i) conferences, seminars, exhibitions, competitions and other activities aimed at improving the quality of life of the population in respect of Home Economics; and
  - (ii) such surveys, as are necessary, for the elaboration of Home Economics Programmes for the benefit of the community.
7. To arrange for the production and development of Information, Educational and Communication (IEC) materials, such as audio visual and teaching aids, as are necessary, for the smooth running of the programmes.
8. To oversee the management of the regional Home Economics Resource 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 Head, Home Economics Unit in the roles ascribed to him.

**Note**

The Head, Home Economics Unit may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.

The permanent and pensionable post carries salary in scale Rs 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 x 2,000 – 75,800 x 2,150 – 82,250 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. Application Forms should be submitted **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Permanent Secretary, Ministry of Gender Equality and Family Welfare.
3. 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>**
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 Thursday 17 October 2024.** Application Forms received after the specified closing date and time will **not** be considered.

**Date: 27 September 2024**

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