

**MAURITIUS PUBLIC SERVICE**

**PUBLIC ADVERTISEMENT NO. 20 OF 2026**

**Vacancy for Post of Social Welfare Officer**

**Ministry of Gender Equality and Family Welfare**

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

**II. AGE LIMIT**

Candidates, unless already in the Service, should not have reached their **45<sup>th</sup>** birthday by the closing date for the submission of applications.

**III. QUALIFICATIONS**

- A. A diploma in Social Work from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
  - (i) possess effective interpersonal and communication 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 with 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 –
  - (i) the day-to-day administration of Social Welfare Centres;
  - (ii) the implementation of minor community-based projects;
  - (iii) keeping of such records and registers as required under existing Social Welfare Centres legislation; and
  - (iv) the day-to-day management of the financial grant allocated to the Social Welfare Centres.
2. To prepare monthly programmes of activities and organise all social, educational, cultural and recreational activities in Social Welfare Centres.
3. To assist in –
  - (i) the implementation of major community-based projects;
  - (ii) the organisation of seminars, conferences, competitions, exhibitions and other related activities;
  - (iii) the setting-up of proper interface between the Centre and the community by attending meetings with local committees, local volunteers, youths and other groups; and
  - (iv) the management of Social Welfare Centres used as emergency shelters in times of natural calamities and to look after evacuees when cyclonic conditions no longer prevail.
4. To create a dynamic interaction between the Social Welfare Centres and the local community by conducting small surveys, focus group discussions on social/community issues.
5. To effect home visits to members of the community.
6. To network through personal contacts with and visits to Government Agencies, Non-Governmental Organisations and voluntary agencies in the local community in order to harness resources, financial and non-financial, for implementation of welfare programmes/projects.
7. To monitor the work and attendance of subordinate staff.
8. To effect payment of daily expenditure and collect revenues and donations.

9. To keep books of accounts and prepare all other related documents of the Social Welfare Centres including payment vouchers, cheques, travelling bills as well as the annual estimates and the monthly and annual financial statements for audit purposes.
10. To keep and maintain records of assets and inventories at Social Welfare Centres.
11. To ensure that the buildings housing Social Welfare Centres and annexed infrastructure and other assets are properly maintained and utilised.
12. To use ICT in the performance of his duties.
13. 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 Social Welfare Officer in the roles ascribed to him.

**Note**

Social Welfare Officers will be required to work at staggered hours.

The permanent and pensionable post carries salary in scale Rs 28,545 x 320 – 28,865 x 350 – 30,965 x 400 – 31,765 x 425 – 33,040 x 560 – 35,840 x 725 – 37,290 x 925 – 39,140 x 970 – 46,900 x 1,050 – 49,000 x 1,100 – 54,500 x 1,450 – 57,400 a month.

However, for the year 2026, the discounted initial salary would be Rs 26,688.

**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 and Administrative 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 Monday 04 May 2026.** Application Forms received after the specified closing date and time will **not** be considered.

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

**Date: 14 April 2026**