

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 42 OF 2026

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

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

II. QUALIFICATIONS

By selection from among –

- (a) officers who hold a substantive appointment in the grades of Clerical Officer/Higher Clerical Officer and Management Support Officer and who possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”

AND

- (b) candidates who –
 - (i) possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”; and
 - (ii) are computer literate.

OR

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

NOTE

Social Security Officers will be required to follow successfully an approved course leading to a Certificate in Social Protection from a recognised institution to be eligible for consideration for promotion as Higher Social Security Officer.

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.

III. DUTIES AND SALARY

1. To attend to callers and to register claims for benefits, National Savings Fund/National Pensions Fund lump sums, social assistance including Social Registry of Mauritius and loans.
2. To register employers and employees for National Pensions, National Savings Fund and other social insurance schemes.
3. To process papers in connection with collection of contributions and payment of benefits, including those related to the National Savings Fund, social assistance including Social Registry of Mauritius.
4. To collect monies due and to effect payments, as and when necessary.
5. To be responsible for petty stores and stationery.
6. To assist in the provision of relief measures relating to natural calamities.
7. To use ICT in the performance of his duties.
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 the Social Security Officer in the roles ascribed to him.

Note

Social Security Officers may be required to work outside normal working hours including Saturdays, Sundays, Public Holidays and during cyclonic periods and other natural calamities.

The permanent and pensionable post carries salary in scale Rs 27,905 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 – 50,100 a month.

However, for the year 2026, the discounted initial salary would be Rs 26,067.

IV. 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. Application forms should be submitted **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 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.**

V. 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 10 August 2026.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 21 July 2026

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