PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 75 OF 2026

Vacancies for Post of Coordinator
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 **Temporary** Coordinator in the Ministry.

II. QUALIFICATIONS

By selection from among serving officers on the establishment of the Ministry who hold a substantive appointment and who –

(i) possess a degree in Psychology or Sociology or Social Work or Social Studies from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;

(ii) reckon at least three years' experience in any of the fields of management, administration, social work, child protection and development, women related issues and work in connection with project formulation, implementation and evaluation; and

(iii) possess good communication and interpersonal skills.

NOTE

1. Candidates should produce written evidence of experience claimed.

2. **The onus for the submission of written evidence of experience claimed and equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualification Authority) rests with the candidates. Applications will not be considered in case of non-submission of written evidence of experience claimed and Equivalence Certificate, as appropriate, by the closing date.**

III. DUTIES AND SALARY

1. **I. For Gender Unit**

(a) To assist the Head, Gender Unit in the performance of his duties.

(b) To plan and organise programmes and projects for the benefit of women.

(c) To co-ordinate and supervise the work of subordinate staff of the Unit, officers and resource persons working in Women Centres and other officers whose work involves close contact with women.

(d) To assist in –

(i) the implementation, monitoring and evaluation of Government projects and programmes in favour of women;

(ii) initiating surveys, studies and research work on specific areas relating to women and on the basis of the data established, to formulate projects and programmes for the promotion of women;

(iii) the organisation of conferences, seminars, exhibitions, competitions, training programmes and other related activities geared towards the enhancement of women; and

(iv) the organisation of committees/meetings with Ministries, Government Institutions, Non-Governmental Organisations, Community-Based Organisations, individuals, parents and children for implementation of policies related to women empowerment and gender mainstreaming.

(e) To act as resource person for all Information, Education and Communication programmes related to the promotion of women's empowerment.

II. <u>For Planning and Research Unit</u>

(a) To assist the Head, Planning and Research Unit in the performance of his duties.

(b) To liaise with Governmental Organisations and Non-Governmental Organisations for the elaboration of schemes/programmes/projects and preparation of reports in areas of social welfare, women's affairs, children issues, community development and family welfare.

(c) To co-ordinate and supervise the work of subordinate staff of the Unit.

(d) To assist in –

(i) the implementation, monitoring and evaluation of Government projects and programmes aimed at the development of women, children and the community at large;

(ii) the organisation of conferences, seminars, exhibitions, competition, training programmes and such related activities geared towards the enhancement of women, child development and family welfare;

(iii) the organisation of committees/meetings with Ministries, Government Institutions, Non-Governmental Organisations, Community-Based Organisations, individuals, parents and children for implementation of policies related to women, children and family issues;

(iv) statistical Research Projects and Programmes and in the setting up and supervision of the Information and Documentation Units; and

(v) the establishment of base line data on women, children and family in the field of health, education and employment.

(e) To carry out quantitative and qualitative surveys and research work to assess the impact of various programmes with a view to improving services to the community.

(f) To act as resource person for all Information, Education and Communication programmes related to women, children and family issues.

(g) To work in close collaboration with other Ministries and Government Institutions/Departments on issues relating to women, children and the family.

III. <u>For Child Development Unit</u>

(a) To assist the Head, Child Development Unit in the performance of his duties.

(b) To plan and organise programmes and projects on Child Development, Welfare and Protection.

(c) To co-ordinate and supervise the work of subordinate staff of the Unit including outstations.

(d) To assist in –

(i) the implementation, monitoring and evaluation of Government projects and programmes relating to protection and development of children including Early Child Development and Foster Care, Child Mentoring and Alternative Care;

(ii) initiating surveys, studies and research work on specific areas relating to child welfare, protection and development and on the basis of data established to formulate relevant projects and programmes;

(iii) the organisation of conferences, seminars, exhibitions, training programmes and such related activities aimed at protection and development of children, including early childhood development and alternative care issues;

(iv) the organisation of committees/meetings with Ministries, Government Institutions, Non-Governmental Organisations, Community-Based Organisations, individuals, parents and children for implementation of policies relating to Community Child Protection programmes with a view to better protecting children at risk from abuse and exploitation;

(v) the running of the Central Authority for child abduction which is based at the Child Development Unit level; and

(vi) the implementation of an Accreditation System in Early Childhood Development and provide counselling to day care managers and care givers.

(e) To act as resource person for all Information, Education and Communication programmes related to children issues.

(f) To visit day care and home based institutions and to advise on issues of registration and licensing certificates.

(g) To conduct and organise training and sensitisation programmes relating to Child Development and Protection.

IV. <u>For Family Welfare and Protection Unit</u>

(a) To assist the Head, Family Welfare and Protection Unit in the performance of his duties.

(b) To plan and organise programmes and projects for the welfare of families and for protection against domestic violence.

(c) To co-ordinate and supervise the work of subordinate staff of the Unit, other officers and resource persons working in the Family Support Bureau.

(d) To assist in –

(i) the implementation, monitoring and evaluation of Government projects and programmes in favour of families;

(ii) initiating surveys, studies and research work on specific areas relating to families and on the basis of the data established, to formulate projects and programmes for the welfare of families/protection against domestic violence;

(iii) the organisation of committees/meetings with Ministries, Government Institutions, Non-Governmental Organisations, Community-Based Organisations, individuals, parents and children for implementation of policies related to family welfare and domestic violence; and

(iv) the organisation of conferences, seminars, exhibitions, training programmes and other related activities geared towards the promotion of family welfare and protection against domestic violence.

(e) To act as resource person for all Information, Education and Communication programmes related to family issues/domestic violence.

(f) To ensure that protection services are provided to women in distress and particularly to victims of domestic violence.

2. To train and provide guidance to subordinate staff of the Unit as appropriate.

3. To follow up on International and Regional Conferences and Instruments.

4. To use ICT in the performance of his duties.

5. 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 Coordinator in the roles ascribed to him.

The permanent and pensionable post carries salary in the scale Rs 37,290 x 925 – 39,140 x 970 – 46,900 x 1,050 – 49,000 x 1,100 – 54,500 x 1,450 – 58,850 x 1,750 – 62,350 x 1,850 – 67,900 x 1,900 – 75,500 x 2,250 – 77,750 a month.

Appointment in a temporary capacity carries a flat salary of Rs 37,290 a month.

However, for the year 2026, the discounted flat salary would be Rs 35,353.

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 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.**

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 Thursday 19 November 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: 30 October 2026