GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS

Ministry: Gender Equality, Child Development and Family Welfare
Post: Head, Gender Unit
Salary: Rs 72,400 x 1,950 – 74,350 x 2,825 – 77,175 (23 090 092)
Effective Date: 21 September 2017
Qualifications: I. By selection from among –
   A. (i) officers in the grade of Gender Development Officer who reckon at
       least four years’ service in a substantive capacity in the grade; and
         (ii) officers in the grade of Coordinator who reckon at least seven
             years’ service in a substantive capacity in the grade
             AND
   B. candidates who –
      (i) possess a Master’s Degree in Economics or Sociology or Psychology
          or Social Work or Social Policy from a recognised institution or an equivalent qualification acceptable to the Public
          Service Commission;
      (ii) reckon at least three years’ experience in the field of management
           or administration or social work or project management; and
      (iii) are computer literate.
II. Candidates should –
    (i) reckon experience in the field of gender issues and be fully conversant
        with legislation relating to these issues;
    (ii) possess strong leadership, managerial and organising skills;
    (iii) possess good interpersonal and communication skills; and
    (iv) possess such qualities as trustworthiness, discretion, maturity and tact.
Candidates should produce written evidence of experience/knowledge claimed.

CERTIFIED CORRECT

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms
21 September 2017
Date.................................
Role and Responsibilities: To translate Government’s policies/programmes for women’s empowerment and gender equality into action.

Duties:

1. To be responsible for –

   (i) the sound management of the Gender Unit; and

   (ii) training relating to the advancement of women, gender analysis and gender planning.

2. To advise on the –

   (i) formulation of policies in favour of women, on projects and programmes aiming at promoting their advancement and gender equality and enhancing their contribution to development; and

   (ii) framing of appropriate legislation relating to women’s rights and welfare and to ensure the enforcement of such legislation.

3. To ensure that women’s interests are taken into account in the formulation of policy and in the implementation of projects in other Ministries through gender cells in these Ministries.

4. To analyse periodically the situation and status of women and undertake such research and surveys as necessary in collaboration with the Planning and Research Unit and produce reports thereon.

5. To elaborate, implement, monitor and evaluate all programmes relating to women’s empowerment and gender equality.

6. To organise and coordinate activities relating to women’s empowerment and gender equality.

7. To organise and supervise the work of technical staff of the Gender Unit.

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CERTIFIED CORRECT

for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms

21 September 2017

Date..................................................
8. To prepare and submit regular plans of work and evaluate progress reports on the implementation of policies, projects and programmes in favour of women and gender equality.

9. To coordinate national and international commitments in the field of women’s empowerment and gender equality.

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

11. 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, Gender Unit in the roles ascribed to him.