GOVERNMENT OF MAURITIUS

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

Ministry: Social Integration and Economic Empowerment

Post: Coordinator

Salary: Rs 29,400 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x
1,625 – 62,950 (02 059 085)

Effective Date: 13 September 2017

Qualifications:

A. A Master’s Degree in Social Development or Social Work or Sociology or Psychology or Economics or Project Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

(i) reckon at least five years’ experience in community/poverty alleviation services;

(ii) possess good interpersonal, communication and organising skills; and

(iii) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

Role and Responsibilities: To ensure the efficient and effective implementation, coordination, monitoring and evaluation of programmes, projects and schemes aimed at achieving the objectives and plan of action of the Ministry.

Duties:

1. To be responsible to the head of the Ministry for the performance of the following duties –

   (i) the day-to-day management of the Technical Unit;

   (ii) the preparation of short, medium and long term plans of action in areas of poverty, community development and advise on policies concerning these areas;

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms
13 September 2017
Date..........................................................
(iii) the preparation and implementation of sensitisation programmes for the community through mass media and other means including publications;

(iv) the coordination of statistical research projects and programmes;

(v) representing the Ministry at meetings; and

(vi) building and strengthening good relationship with other public institutions, private sector, international organisations and civil society organisations.

2. To initiate surveys and studies in connection with poverty alleviation programmes and acting as research team leader.

3. To elaborate, implement and monitor training programmes.

4. To prepare and/or compile periodic reports.

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

6. 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.