

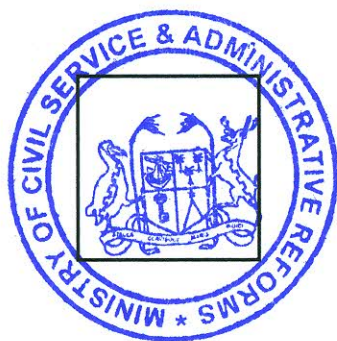
GOVERNMENT OF MAURITIUS

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

- Ministry:** Gender Equality, Child Development and Family Welfare
- Post:** Head, Family Welfare and Protection 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. 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 Social Development or Social Work or Sociology or Psychology 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 family welfare and knowledge of legislation relating to family issues and domestic violence;
 - (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 to deal with family issues.

Candidates should produce written evidence of experience/knowledge claimed.

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.....
*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

21 September 2017

Date.....

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
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Role and Responsibilities: To be responsible for the implementation of Government programmes in favour of families and advising on policy matters pertaining to promotion of family welfare and combating gender based violence.

- Duties:**
1. To be responsible for the day-to-day management of the Family Welfare and Protection Unit.
 2. To advise on –
 - (i) the formulation of policies and designing of programmes for the welfare of the family; and
 - (ii) the framing of appropriate legislation relating to the protection and welfare of the family and to ensure the enforcement of such legislation.
 3. To ensure that the interests of the family are considered and safeguarded in the formulation of policies and implementation of projects and programmes.
 4. To organise and coordinate activities relating to domestic violence, family issues and international family day.
 5. To carry out periodical assessment of situation of the family, produce reports thereon and take corrective measures, if necessary.
 6. To organise and supervise the work of Coordinators, Family Welfare and Protection Officers and Family Counselling Officers.
 7. To supervise –
 - (i) the work of Psychologists and other resource persons working in the Unit; and
 - (ii) activities carried out in the Integrated Service Centres (therapy programmes).
 8. To be responsible for training regarding the promotion of family welfare.

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9. To coordinate national and international assistance regarding the family.
10. To prepare and submit regular plans of work and evaluate progress reports on the implementation of policies, projects and programmes in favour of the family.
11. To assist in the development and promotion of information, education and communication strategies regarding the welfare of the family.
12. To ensure follow-up of cases of women in distress, domestic violence and placement of women in shelters.
13. To initiate surveys pertaining to family welfare.
14. To use ICT in the performance of his duties.
15. 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, Family Welfare and Protection Unit in the roles ascribed to him.



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