

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

- Ministry:** Gender Equality and Family Welfare
- Post:** Principal Family Welfare and Protection Officer
- Salary:** Rs 27,850 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 48,425 (23 057 076)
- Effective Date:** 16 July 2021
- Qualifications:** By promotion, on the basis of experience and merit, of an officer in the grade of Senior Family Welfare and Protection Officer who reckons at least three years' service in a substantive capacity in the grade and who –
- (i) possesses good supervisory, organising and problem-solving skills;
 - (ii) is able to communicate effectively with people at all levels;
 - (iii) has the ability to motivate and lead a team of officers; and
 - (iv) is able to meet tight deadlines.
- Role and Responsibilities:** To provide general assistance in the day-to-day management of the technical units.
- Duties:**
1. To assist the Head of the technical units through their respective Coordinators in the implementation, monitoring and supervision of Government's projects/programmes relating to –
 - (i) women's empowerment and gender equality;
 - (ii) child development and protection of children; and
 - (iii) family welfare and protection from domestic violence.
 2. To supervise, coordinate and monitor the work of Senior Family Welfare and Protection Officers and other officers working at the level of regional offices.
 3. To participate actively in the organisation of conferences, seminars, exhibitions, competitions and other activities aimed at women's empowerment and gender equality, child development and protection of children, and family welfare and protection from domestic violence.
 4. To be responsible for the organisation of awareness campaigns and Information, Education and Communication (IEC) programmes.

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CERTIFIED CORRECT

S. Chundusing

S. Chundusing (Mrs)
for Secretary for Public Service

16 July 2021

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-2-

5. To plan and organise training programmes of Senior Family Welfare and Protection Officers and other officers working under his supervision.
6. To examine Social Enquiry Reports to be submitted to other organisations/bodies, namely –
 - (i) the Courts (Supreme Court, Intermediate Court, Family Court);
 - (ii) the Director of Public Prosecutions;
 - (iii) Ombudsperson for Children;
 - (iv) Citizen Support Portal; and
 - (v) International Child Protection Department.
7. To conduct case conferences, as and when required, with stakeholders in cases of child abuse/violence or domestic violence, amongst others.
8. To attend to correspondence and complaints relating to gender issues, child abuse, domestic violence and any other family-related issues addressed to the Ministry and to ensure proper follow-up actions.
9. To ensure that prompt remedial actions are taken following investigations carried out in cases of child abuse/violence and domestic violence.
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 Principal Family Welfare and Protection Officer in the roles ascribed to him.

Note

Principal Family Welfare and Protection Officers may be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays.



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