

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:** Senior Social Welfare Officer
- Salary:** Rs 22,575 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 42,325 (23 050 072)
- Effective Date:** 29 November 2017
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Social Welfare Officer who reckon at least four years' service in a substantive capacity in the grade and who possess good communication, organising and supervisory skills.
- Duties:**
1. To implement the policy of Government in respect of social welfare in the Social Welfare Centres.
 2. To organise –
 - (i) public lectures and demonstrations, sensitisation campaigns and other welfare activities such as welfare weeks, civic campaigns and others, as may be appropriate; and
 - (ii) local staff meetings.
 3. To perform fieldwork and to supervise the work of subordinate staff.
 4. To monitor –
 - (i) the execution of community-based projects and the activities of Social Welfare Centres; and
 - (ii) the proper maintenance/use of buildings, infrastructure and other assets of the Social Welfare Centres.
 5. To design small surveys, prepare focus group discussions on social issues so as to collect appropriate data for the formulation of social programmes for Social Welfare Centres.
 6. To utilise effectively community resources in welfare programmes that can generate result-oriented objectives in order to ensure maximum benefit to the citizens.

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CERTIFIED CORRECT



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for Secretary for Public Service

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-2-


7. To set up proper interface between the Centres and the community by attending meetings with local committees, local volunteers and groups.
8. To control funds including Government grants, donations, fees on hire of equipment/amenities, allocated to Social Welfare Centres under his responsibility.
9. To ensure continuous innovation in the programme of activities in Social Welfare Centres and to develop new projects in relation thereto.
10. To be responsible for the management of Social Welfare Centres used as emergency shelters in times of natural calamities and to look after evacuees when cyclonic conditions no longer prevail.
11. To use ICT in the performance of his duties.
12. 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 Senior Social Welfare Officer in the roles ascribed to him.

Note

Senior Social Welfare Officers will be required to work at staggered hours.



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