

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:** Social Welfare Officer
- Salary:** Rs 16,400 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 QB 38,350 x 1,225 – 39,575 (23 035 070)
- Effective Date:** 29 November 2017
- Qualifications:**
- A. A diploma in Social Work from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
 - B. Candidates should –
 - (i) possess effective interpersonal and communication skills; and
 - (ii) be computer literate.

Candidates should produce written evidence of knowledge claimed.

NOTE

Social Welfare Officers who possess a diploma in Social Work from a recognised institution or an equivalent qualification acceptable to the Public Service Commission will be allowed to proceed beyond the Qualification Bar (QB) provided in the salary scale for the post.

- Duties:**
1. To be responsible for –
 - (i) the day-to-day administration of Social Welfare Centres;
 - (ii) the implementation of minor community-based projects;
 - (iii) keeping of such records and registers as required under existing Social Welfare Centres legislation; and
 - (iv) the day-to-day management of the financial grant allocated to the Social Welfare Centres.
 2. To prepare monthly programmes of activities and organise all social, educational, cultural and recreational activities in Social Welfare Centres.

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CERTIFIED CORRECT



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for Secretary for Public Service

29 November 2017

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3. To assist in –
 - (i) the implementation of major community-based projects;
 - (ii) the organisation of seminars, conferences, competitions, exhibitions and other related activities;
 - (iii) the setting-up of proper interface between the Centre and the community by attending meetings with local committees, local volunteers, youths and other groups; and
 - (iv) 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.
4. To create a dynamic interaction between the Social Welfare Centres and the local community by conducting small surveys, focus group discussions on social/community issues.
5. To effect home visits to members of the community.
6. To network through personal contacts with and visits to Government Agencies, Non-Governmental Organisations and voluntary agencies in the local community in order to harness resources, financial and non-financial, for implementation of welfare programmes/projects.
7. To monitor the work and attendance of subordinate staff.
8. To effect payment of daily expenditure and collect revenues and donations.
9. To keep –
 - (i) books of accounts and prepare all other related documents of the Social Welfare Centres including payment vouchers, cheques, travelling bills as well as the annual estimates and the monthly and annual financial statements for audit purposes; and
 - (ii) maintain records of assets and inventories at Social Welfare Centres.

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10. To ensure that the buildings housing Social Welfare Centres and annexed infrastructure and other assets are properly maintained and utilised.
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 Social Welfare Officer in the roles ascribed to him.

Note

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

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