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GOVERNMENT OF MAURITIUS

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

- Organisation:** Rodrigues Regional Assembly (Social Security)
- Post:** Principal Social Security Officer
- Salary:** Rs 22,000 x 600 – 23,200 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 31,250  
(23 49 60)
- Effective Date:** 12 October 2010
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Senior Social Security Officer who reckon at least two years' service in a substantive capacity in the grade and who possess a Diploma in Social Work from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- Duties:**
1. To be responsible for the day-to-day running of the Social Security Division in Rodrigues and to ensure the implementation of Social Security legislation and policies for the unit/section/branch/area under his responsibility.
  2. To assist the Departmental Head for the Commission of Social Security in the performance of his duties.
  3. To ensure the implementation of appropriate legislation relating to Social Security and Social Aid and the Residential Care Homes Act and the Protection of Elderly Persons Act.
  4. To organise and supervise relief measures in emergencies including fire, flood, cyclone, landslide and other natural calamities.
  5. To deal with representations.
  6. To adjudicate on claims or authorise adjudication on claims, where necessary.
  7. To assist in the organisation of and to undertake training of staff.
  8. To perform prosecution duties.
  9. To perform all IT activities directly or indirectly related to his job.

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*Alecsonip*

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for Senior Chief Executive  
Ministry of Civil Service and  
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10. 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 Principal Social Security Officers in the roles ascribed to them.

**Note**

Principal Social Security Officers may be required to work outside normal working hours, on Saturdays, Sundays, Public Holidays and officially declared cyclone days.



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