

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

- Organisation:** Rodrigues Regional Assembly (Social Security)
- Post:** Social Security Officer
- Salary:** Rs 14,275 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 30,575 (23 29 58)
- Effective Date:** 30 June 2014
- Qualifications:** By selection from among Clerical Officer/Higher Clerical Officers and General Services Officers (Rodrigues Regional Assembly) who hold a substantive appointment in their respective grades and who possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Public Service Commission.

NOTE

Social Security Officers will be required to follow successfully an in-service training course, as approved and arranged by the Ministry of Social Security, National Solidarity and Reform Institutions, to be eligible for consideration for promotion as Higher Social Security Officer.

- Duties:**
1. To attend to callers and to register claims for benefits, social assistance including Social Registry of Mauritius and loans.
 2. To register employers and employees for National Pensions, National Savings Fund and other social insurance schemes.
 3. To process papers in connection with collection of contributions and payment of benefits, including those related to the National Savings Fund, social assistance including Social Registry of Mauritius.
 4. To collect monies due and to effect payment, as and when necessary.
 5. To be responsible for petty stores and stationery.
 6. To assist in the provision of relief measures relating to natural calamities.

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

30 June 2014

Date.....

GOVERNMENT OF MAURITIUS

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7. To use ICT in the performance of his duties.
8. 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 Security Officer in the roles ascribed to him.

Note

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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