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

Organisation: Rodrigues Regional Assembly (Youth and Sports)
Post: Organising Officer (Youth Counselling Centre)
Salary: Rs 11,200 x 250 – 11,700 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 –
23,200 x 800 – 24,000 (23 25 52)
Effective Date: 5 July 2011
Qualifications: A. (a) Cambridge School Certificate with credit in at least five subjects
including English Language, French and Mathematics or Principles of
Accounts obtained at not more than two sittings or
(b) Passes not below Grade C in at least five subjects including English
Language, French and Mathematics or Principles of Accounts
obtained at not more than two sittings at the General Certificate of
Education “Ordinary Level” provided that at one of the sittings,
passes have been obtained either (i) in five subjects including English
Language with at least Grade C in any two subjects or (ii) in six
subjects including English Language with at least Grade C in any one
subject.

Note
Candidates not possessing a credit in English Language at the
Cambridge School Certificate will also be considered provided
they possess passes in at least two subjects at “Principal Level”
and one subject at “Subsidiary Level” as well as the General
Paper obtained on one certificate at the Cambridge Higher
School Certificate Examinations.

B. 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

Equivalent qualifications to A and B above acceptable to the Public Service
Commission.

CERTIFIED CORRECT

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date 05 JUL 2011
C. Candidates should —

(i) be computer literate;

(ii) possess good organising and communication skills;

(iii) possess good interpersonal and counselling skills; and

(iv) have an extrovert personality.

Practical experience in the planning and organisation of activities for youth is desirable.

Qualification at A above should have been obtained prior to qualification at B above.

Candidates should produce written evidence of knowledge/experience claimed.

**Duties:**

1. To manage the Youth Counselling Centre on a day-to-day basis.

2. To plan, organise and implement innovative programme of activities for in and out of school youth.

3. To develop and implement an effective population/family life education and counselling programme for youth.

4. To design training courses for trainers.

5. To train leaders as per peer educators and peer counsellors.

6. To provide information, support and counselling services to adolescents and young people.

7. To work in collaboration with Ministries/Departments in Mauritius and partner agencies which deal with youth related problems.

8. To keep records, prepare and submit progress reports on a regular basis.
9. To use ICT in the performance of his duties.

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 the Organising Officer (Youth Counselling Centre) in the roles ascribed to him.

**Note**

The Organising Officer (Youth Counselling Centre) may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.