

**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.

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- 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.

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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.



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