GOVERNMENT OF MAURITIUS

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

Organisation: Rodrigues Regional Assembly (Gender, Family Welfare and Child Development)

Post: Head, Gender, Family Welfare and Child Development

Salary: Rs 25,525 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 (23 054 081)

Effective Date: 20 March 2017

Qualifications: A. By selection from among officers who hold a substantive appointment in the grade of Family Welfare and Protection Officer and who possess a degree in Economics or Social Work or Sociology or Psychology or Social Policy or Social Studies from a recognised institution.

OR

an equivalent qualification acceptable to the Public Service Commission.

NOTE

In the absence of qualified serving officers, by selection from among candidates who possess a degree in Economics or Social Work or Sociology or Psychology or Social Policy or Social Studies from a recognised institution.

OR

an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

(i) possess good administrative and leadership skills;

(ii) be able to interact with people at all levels;

(iii) possess qualities of trustworthiness, discretion, maturity and tact; and

(iv) be computer literate.

Candidates should produce written evidence of knowledge claimed.

CERTIFIED CORRECT

for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms
20 March 2017
GOVERNMENT OF MAURITIUS

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Role and Responsibilities:

To be responsible for the implementation of policies and strategies in respect of
Gender, Family Welfare and Child Development in Rodrigues.

Duties:

1. To be responsible to the Departmental Head for the overall management
   of the Gender, Family Welfare and Child Development Units.

2. To advise on the formulation of policies on projects and programmes
   aiming at promoting the advancement and enhancing the women’s and
   families contribution to development, for gender, family welfare and child
   protection.

3. To advise on the framing of appropriate legislations relating to women’s
   rights and welfare.

4. To provide professional guidance, monitor and coordinate the work of the
   different units of Gender, Family Welfare and Child Development.

5. To work in close collaboration with Commissions, Parastatal Bodies,
   Non-Governmental Organisations and International Organisations
   working for the protection and welfare of children.

6. To ensure follow-up of cases of women in distress, domestic violence,
   placement of women in shelters, child abuse, placement of children in
   shelters and in the foster care system.

7. To ensure that the interest of the family and women are considered and
   safeguarded on the formulation of policies and implementation of projects
   and programmes.

8. To organise and coordinate activities relating to women’s empowerment,
   gender equality, domestic violence, family issues and International Family
   Day.

9. To be responsible for training of Family Welfare and Protection Officers
   and foster care parents.

10. To organise, supervise and monitor the work of Family Welfare and
    Protection Officers.

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Date........................................................................
11. To prepare and submit regular plans of work and evaluate progress reports on the implementation of policies, projects and programmes in favour of women, family and children.

12. To assist in developing information, education and communication strategies and carrying sensitisation campaigns against any forms of exploitation and abuse of children.

13. To monitor and co-ordinate the work of the different Units.

14. To be responsible for training related to the advancement of women, gender analysis and gender planning.

15. To use ICT in the performance of his duties.

16. 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 Head, Gender, Family Welfare and Child Development in the roles ascribed to him.