

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

Organisation: Rodrigues Regional Assembly (Social Security, Child Development, Family Welfare and Women's Affairs – Family Unit)

Post: Matron

Salary: Rs 10,200 x 250 – 11,700 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 20,800 (23 21 47)

Effective Date: 16 June 2011

Qualifications: Candidates should –

- (i) possess a Cambridge School Certificate or have obtained passes on one certificate at the General Certificate of Education "Ordinary Level" 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 or an equivalent qualification acceptable to the Public Service Commission;
- (ii) have experience in baby care and in work related to family protection and child development; and
- (iii) be computer literate.

Knowledge of First Aid is desirable.

Candidates should produce written evidence of experience/knowledge claimed.

Duties:

1. To be responsible to the Head of Family Unit for –
 - (a) the general management and upkeep of the Shelter;
 - (b) the organisation of work of staff and for maintaining discipline;
 - (c) ensuring that security norms, discipline and cleanliness are maintained at all time;
 - (d) controlling the stock of provisions of the Shelter and submit requests for replenishment at regular intervals, as and when required;
 - (e) looking after the welfare of the children;

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- (f) keeping a petty cash book in respect of all sundry expenses and submit a statement of these expenses for replenishment;
 - (g) ensuring that all equipment and furniture at the shelter are in good condition as listed in the inventory and reporting on any repairs to be effected; and
 - (h) ensuring that resources are used efficiently, effectively and economically.
2. To attend any training session/seminar/refresher course in connection with child care and welfare, as and when required.
 3. To use ICT in the performance of his duties.
 4. 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 Matron in the roles ascribed to him.

Note

The Matron may be required to work outside normal working hours including Saturdays, Sundays, Public Holidays and officially declared cyclone days and may also be called upon to work longer hours in case of emergency.



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