

GOVERNMENT OF MAURITIUS

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

- Ministry:** Social Integration, Social Security and National Solidarity
(Social Integration Division)
- Post:** Head, Technical Unit
- Salary:** Rs 31,525 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 –
49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 x 2,000 – 73,800
(02 063 094)
- Effective Date:** 18 August 2023
- Qualifications:**
- A. A Master's Degree in Social Development or Social Work or Sociology or Psychology or Economics or Project Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) reckon at least five years' post-qualification experience in community/poverty alleviation services;
 - (ii) possess good administrative/managerial and organising skills;
 - (iii) possess good interpersonal and communication skills; and
 - (iv) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

Role and Responsibilities: To ensure the efficient and effective implementation, coordination, monitoring and evaluation of programmes, projects and schemes aimed at achieving the objectives and plan of action of the Ministry.

- Duties:**
1. To be responsible to the head of the Ministry for the performance of the following duties –
 - (i) the day-to-day management of the Technical Unit;
 - (ii) the preparation of short, medium and long-term plans of action in areas of poverty, community development and advise on the formulation of policies concerning these areas;

/2...

CERTIFIED CORRECT



.....
B. D. Nundloll (Mrs)
for Secretary for Public Service

18 August 2023

Date.....



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

-2-

- (iii) the coordination of statistical research projects and programmes;
 - (iv) representing the Ministry at meetings;
 - (v) working in close collaboration with other public institutions, private sector, international organisations and civil society organisations;
 - (vi) the preparation and implementation of sensitisation programmes for the community through mass media and other means including publications; and
 - (vii) to supervise the monitoring and evaluation of programmes, projects and schemes aimed at achieving the objectives of plans of actions.
2. To coordinate, provide guidance and supervise the work of staff of the Technical Unit.
 3. To prepare, implement and monitor training programmes.
 4. To initiate surveys and studies in connection with poverty alleviation programmes and act as research team leader.
 5. To prepare and/or compile periodic reports.
 6. To effect site visits, as and when required, to eligible households under the Social Register of Mauritius for the purpose of monitoring and evaluation of empowerment schemes, projects and programmes.
 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 Head, Technical Unit in the roles ascribed to him.



CERTIFIED CORRECT

B. D. Nundloll

.....
B. D. Nundloll (Mrs)
for Secretary for Public Service

18 August 2023

Date.....