

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:** Monitoring and Evaluation Officer
- Salary:** Rs 27,400 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 – 62,700 (02 058 088)
- Effective Date:** 14 September 2022
- Qualifications:**
- A. A degree in Economics or Social Work or Statistics or Project Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) possess effective interpersonal and communication skills;
- (ii) be proactive; and
- (iii) be computer literate.

Candidates should produce written evidence of knowledge claimed.

- Duties:**
1. To be responsible to the Head, Technical Unit for the monitoring and evaluation of poverty alleviation programmes and projects.
2. To provide technical support –
- (i) in the design, monitoring and evaluation of poverty alleviation programmes; and
- (ii) in designing, monitoring and reviewing the Ministry's plans and monitor all project activities, expenditures and progress towards achieving project output.
3. To examine action plans and project implementation plans for social housing projects and programmes and other related infrastructural projects.
4. To monitor social housing and other infrastructural projects, design key performance indicator and targets.

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N. Auchoybur (Mrs)
for Secretary for Public Service

14 September 2022

Date.....




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5. To set up a functional monitoring and evaluation system with a view to ensuring the effectiveness of the Ministry's programmes and projects.
6. To build capacity and support the Ministry regarding planning, monitoring and evaluation.
7. To assist in developing tools and terms of reference for baseline surveys/evaluation of development programmes/projects and/or any research to be undertaken by the Ministry.
8. To supervise the baseline survey/evaluation exercises.
9. To examine and interpret quantitative and qualitative data for the preparation of progress reports.
10. To coordinate a process of compiling evidence of good practices through proper assessment and documentation of better practices.
11. To organise and conduct training on monitoring and evaluation for the technical staff.
12. To follow-up on a timely basis, the progress of outputs versus plans.
13. To use ICT in the performance of his duties.
14. 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 Monitoring and Evaluation Officer in the roles ascribed to him.



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