

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

- Ministry:** Social Security, National Solidarity and Reform Institutions
- Post:** Senior Disability Officer
- Salary:** Rs 19,000 x 600 – 23,200 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 40,000 (23 44 67)
- Effective Date:** 23 May 2011
- Qualifications:** By selection from among officers in the grade of Disability Officer who reckon at least five years' service in a substantive capacity in the grade and who –
- (i) possess a degree in Social Work from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and
  - (ii) have good communication and supervisory skills.
- Duties:**
1. To assist the Head, Disability Unit in the discharge of his day-to-day duties.
  2. To assist Non-Governmental Organisations and Disabled Persons Organisations in capacity building and in project write-up and in improving the delivery of their services.
  3. To provide training to Disability Officers.
  4. To organise workshops, seminars and training programmes on the issue of empowerment and disability.
  5. To ensure that the rights and entitlements of persons with disabilities are respected with regard to income support, education, training, employment accessibility, health and quality of life, leisure and sports.
  6. To use ICT in the performance of his duties.
  7. 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 Senior Disability Officers in the roles ascribed to them.

**Note**

Senior Disability Officers may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.



**CERTIFIED CORRECT**

  
.....  
*for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms*

Date..... **23 MAY 2011** .....