

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 Security and National Solidarity Division)
- Post:** Higher Social Security Officer
- Salary:** Rs 21,850 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 –
35,650 x 900 – 37,450 x 950 – 41,250 (23 047 074)
- Effective Date:** 30 May 2024
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of
Social Security Officer who reckon at least four years' service in a substantive
capacity in the grade and who –
- (i) have successfully followed the in-service training course for Social Security
Officers
- or
- (ii) possess a Certificate in Social Protection from a recognised institution.
- Duties:**
1. To perform field and/or office duties in connection with the grant of
benefits to claimants/beneficiaries, repatriation cases and welfare of the
vulnerable groups.
 2. To ensure that the provisions governing the grant of benefits under social
assistance programmes and social insurance scheme are complied with.
 3. To verify applications for Social Aid, National Pension and other Social
Security Benefits.
 4. To assist Senior Social Security Officers to adjudicate claims for National
Pension Basic and Contributory Benefits.
 5. To adjudicate claims in relation to industrial injury benefits under the Social
Contribution and Social Benefits Act.
 6. To process applications for –
 - (i) Lump Sum payment under the National Savings Fund Act;

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CERTIFIED CORRECT



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

30 May 2024

Date.....



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- (ii) Lump Sum payment with respect to the Portable Retirement Gratuity Fund under the Workers' Rights Act;
 - (iii) Transition Unemployment Benefits under the Workers' Rights Act; and
 - (iv) Unemployment Hardship Relief under the Unemployment Hardship Relief Act.
7. To provide assistance relating to National Savings Fund and other social insurance schemes.
 8. To investigate into applications for allowances payable under the Social Aid Act to fire victims.
 9. To effect immediate payment to victims of emergencies such as floods, cyclones, landslides and other natural calamities.
 10. To visit and process application for Social Aid and payment thereof to eligible cases under the Social Aid Act.
 11. To collect relevant data for the preparation of returns in relation to Social Aid cases.
 12. To process paysheets for payment of Capitation Grant and inmates allowance as well as payment of wages to attendants of Charitable Institutions.
 13. To act as Secretary to Committees, as and when required.
 14. To attend to complaints from the elderly and to assist/advise them accordingly.
 15. To carry out regular inspection visits at Charitable Institutions in receipt of Capitation Grants from the Ministry.
 16. To carry out inspection visits at Residential Care Homes to ensure that the provisions of the Residential Care Homes Act are complied with.
 17. To investigate into cases of elderly abuse and intervene as appropriate.

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18. To check, visit and update applications under the Social Registry of Mauritius.
19. To process applications for Assistive Device under the Social Aid Act.
20. To ensure that all evacuee centres are operational during cyclones and other natural calamities, as and when required.
21. To collect statistics and Attendance Registers from the evacuee centres after the all-clear signal.
22. To use ICT in the performance of his duties.
23. 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 Higher Social Security Officer in the roles ascribed to him.

Note

Higher Social Security Officers may be required to work outside normal working hours, on Saturdays, Sundays, Public Holidays, during cyclonic periods and natural calamities.



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