

**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: Social Security Officer

Salary: Rs 27,905 x 320 – 28,865 x 350 – 30,965 x 400 – 31,765 x 425 – 33,040 x 560 –
35,840 x 725 – 37,290 x 925 – 39,140 x 970 – 46,900 x 1,050 – 49,000 x 1,100 –
50,100 (23 039 073)

Effective Date: 15 May 2026

Qualifications: By selection from among –

- (a) officers who hold a substantive appointment in the grades of Clerical Officer/Higher Clerical Officer and Management Support Officer and who possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”

AND

(b) candidates who –

- (i) possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”; and
- (ii) are computer literate.

OR

Equivalent qualifications to (a) and (b) above acceptable to the Public Service Commission.

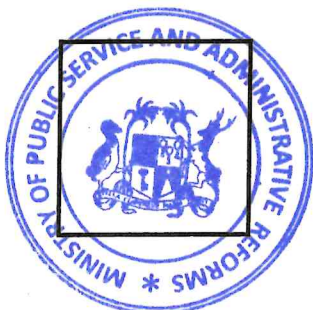
NOTE

Social Security Officers will be required to follow successfully an approved course leading to a Certificate in Social Protection from a recognised institution to be eligible for consideration for promotion as Higher Social Security Officer.

Duties:

1. To attend to callers and to register claims for benefits, National Savings Fund/National Pensions Fund lump sums, social assistance including Social Registry of Mauritius and loans.

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CERTIFIED CORRECT

A. Heerasing

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A. Heerasing (Mrs)
for Acting Senior Chief Executive
Ministry of Public Service and
Administrative Reforms

15 May 2026

Date.....

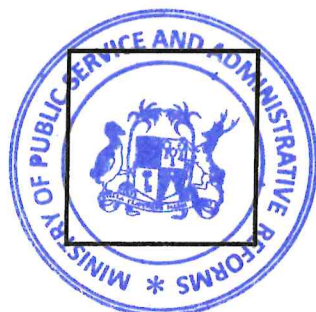
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2. To register employers and employees for National Pensions, National Savings Fund and other social insurance schemes.
3. To process papers in connection with collection of contributions and payment of benefits, including those related to the National Savings Fund, social assistance including Social Registry of Mauritius.
4. To collect monies due and to effect payments, as and when necessary.
5. To be responsible for petty stores and stationery.
6. To assist in the provision of relief measures relating to natural calamities.
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 Social Security Officer in the roles ascribed to him.

Note

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



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