

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

12

- Ministry:** Gender Equality, Child Development and Family Welfare
- Post:** Deputy Social Welfare Commissioner
- Salary:** Rs 32,375 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 (23 60 75)
- Effective Date:** 18 November 2014
- Qualifications:** By selection from among officers in the grade of Principal Social Welfare Officer who reckon at least three years' service in a substantive capacity in the grade and who –
- (i) possess a degree in Social Work or in a related field from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and
 - (ii) have effective organising and managerial abilities and a high sense of responsibility.

Role and Responsibilities: To assist the Social Welfare Commissioner in the enhancement and promotion of social welfare in line with the goals and objectives of the Ministry.

- Duties:**
1. To deputise for the Social Welfare Commissioner, as and when required.
 2. To be responsible for the implementation of programmes relating to development of staff and volunteers at Social Welfare Centres.
 3. To develop strategies for the proper implementation and monitoring of social welfare programmes/community projects of Social Welfare Centres.
 4. To devise and develop appropriate systems to ensure the sound management and utilisation of physical and financial resources at Social Welfare Centres.
 5. To monitor the implementation and execution of Government policies relating to Social Welfare Centres.
 6. To organise and supervise the work of field staff of the Social Welfare Division.

/2...



CERTIFIED CORRECT

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

18 November 2014

Date.....

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

-2-

7. To co-ordinate at field level, the organisation of events of national importance such as National Day Celebrations and World Food Day.
8. To monitor capital projects earmarked for Social Welfare Centres.
9. To use ICT in the performance of his duties.
10. 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 Deputy Social Welfare Commissioner in the roles ascribed to him.

Note

The Deputy Social Welfare Commissioner will be required to work at staggered hours.



CERTIFIED CORRECT

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

18 November 2014

Date.....