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GOVERNMENT OF MAURITIUS

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

Ministry: Gender Equality, Child Development and Family Welfare

Post: Enforcement Officer

Salary: Rs 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 35,375 (18 33 63)

Effective Date: 19 March 2014

Qualifications:

A. A diploma in Social Work from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should be computer literate.

Candidates should produce written evidence of knowledge claimed.

Duties:

1. To be responsible to the Head, Child Development Unit through the Co-ordinator for –

- (a) enforcing and implementing the norms and standards at the Child Day Care Institutions and Shelters/Child Residential Institutions as per existing legislation;
- (b) ensuring follow-up on applications for registration of Child Day Care Institutions and designation of places of safety;
- (c) monitoring and carrying out inspections/checks at Child Day Care Institutions and Shelters/Child Residential Institutions to ensure compliance with set Regulations/Guidelines and to submit appropriate reports;
- (d) assisting in-
 - (i) the design and production of IEC materials for Child Day Care Institutions and Shelters/Child Residential Institutions;
 - (ii) the organisation and conduct of capacity building programmes for the personnel of Child Day Care Institutions and Shelters/Child Residential Institutions;

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

19 March 2014

Date.....

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- (iii) the planning, organising and conduct of Information, Education and Communication (IEC) Campaigns to create awareness on issues related to Child Development and Child Protection; and
 - (e) investigating into complaints received against Child Day Care Institutions and Shelters/ Child Residential Institutions.
2. To attend Court as and when required.
 3. To use ICT in the performance of his duties.
 4. 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 Enforcement Officer in the roles ascribed to him.



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[Signature]
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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

19 March 2014

Date.....