

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:** Family Counselling Officer
- Salary:** Rs 23,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 (23 49 75)
- Effective Date:** 16 July 2014
- Qualifications:**
 - A. A degree in Social Work or Social Studies or Sociology or Psychology from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
 - B. Candidates should –
 - (i) possess good communication, supervisory and interpersonal skills; and
 - (ii) be computer literate.

Candidates should produce written evidence of knowledge claimed.

- Duties:**
 1. To be responsible for the day-to-day management of the Family Support Bureau.
 2. To supervise the work of officers posted at the Family Support Bureau.
 3. To interview persons in need of advice and guidance, provide counselling on issues/problems relating to family matters and arrange for referral, if necessary.
 4. To plan, organise and co-ordinate counselling activities, seminars, talks at regional and national levels.
 5. To maintain close contact with organisations and referral centres working on family-related issues.
 6. To carry out surveys and studies on specific areas where counselling is required.
 7. To submit monthly reports/programmes of work (including statistics).

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CERTIFIED CORRECT

S. Chandrasekaran

 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms

16 July 2014

Date.....



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8. To submit programmes of activities on monthly basis, monitor and evaluate the programmes for follow-up action.
9. To provide hot line counselling on a roster basis.
10. To use ICT in the performance of his duties.
11. 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 Family Counselling Officer in the roles ascribed to him.



CERTIFIED CORRECT

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

16 July 2014

Date.....