

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 Welfare and Protection 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 (23 33 63)
- Effective Date:** 05 June 2014
- Qualifications:** By selection from among officers who hold a substantive appointment in the grade of Child Welfare Officer and who -
 - (i) possess a diploma in Social Work or Social Studies or Social Welfare or Psychology or Sociology or any other related field from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and
 - (ii) have good organising, communication and interpersonal skills.

NOTE

In the absence of qualified serving officers, by selection from among candidates who are at least 23 years of age and who -

- (i) possess a diploma in Social Work or Social Studies or Social Welfare or Psychology or Sociology or any other related field from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
- (ii) have good organising, communication and interpersonal skills; and
- (iii) are computer literate.

Candidates should produce written evidence of knowledge claimed.

Duties:

A. For Gender Unit

- 1. To organise informative, training and recreational activities for women in Women’s Centres, prepare monthly programmes of activities, monitor and evaluate work done in Women’s Centres.

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

05 June 2014

Date.....



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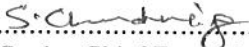
2. To assist in the organisation of seminars, conferences, competitions, exhibitions and other related activities.
3. To give publicity to the policy of the Ministry and activities/programmes organised by the Ministry for the empowerment of women, promotion of gender equality and development of children.
4. To work in close collaboration with governmental and non-governmental organisations for the creation of common activities for empowerment of women.
5. To use ICT in the performance of his duties.
6. 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 Welfare and Protection Officer in the roles ascribed to him.

B. For Family Welfare and Protection Unit

1. To implement projects related to promotion of family welfare.
2. To assist in the organisation of workshops, seminars and conferences related to the promotion of family welfare.
3. To attend to victims of family violence and provide assistance as appropriate after having explained to victims their rights.
4. To conduct social enquiries into cases of family violence.
5. To accompany victims of family violence to Police Stations to report the cases.
6. To keep a record of cases reported and attended to for investigation and follow-up.
7. To accompany victims to a safe place or to hospital/dispensary if medical/surgical treatment is required.
8. To accompany victims to Court for application of protection, tenancy and occupation orders.

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9. To refer cases to Family Counselling Officers, Psychologists and Legal Advisers.
10. To prepare reports and ensure follow-up in each case.
11. To provide other types of aid which victims and/or dependants may require.
12. To submit regular reports, as may be directed, on all cases attended.
13. To interact with other units of the Ministry and other Ministries/Departments/Institutions so as to ensure efficient services to the public.
14. To be on call on a roster basis to attend to cases of family violence.
15. To answer phone calls received through the hotlines of the Ministry for the purpose of first hand counselling, advice or intervention into cases, as appropriate.
16. To use ICT in the performance of his duties.
17. 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 Welfare and Protection Officer in the roles ascribed to him.

C. For Child Development Unit

1. To promote the protection and development of children.
2. To investigate into cases of abuse against children through social enquiries and take appropriate remedial action.
3. To organise positive activities in relation to the development of children.
4. To be responsible for the supervision and control of Day Care Centres and conduct Early Childhood Development Programmes.

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5. To be responsible for the issue of licensing and formal registration of Child Day Care Institutions.
6. To implement the policy of Government relating to protection and welfare of children in general through a National Parental Empowerment Programme.
7. To execute the protocol of assistance for victims of sexual assaults.
8. To assist child victims of ill-treatment to report a case of emotional/psychological violence, physical violence, neglect or sexual violence in general at the level of the Child Protection Unit and/or at Police Stations.
9. To be responsible for the conveyance of children from shelters and other places of safety to court and back.
10. To assist families in need specially in deprived regions and towards their rehabilitation.
11. To keep a record of all cases reported and attended for investigation and follow-up purposes and to record statistics of cases and its updating.
12. To accompany child victims to a safe place or to hospital/dispensary if medical/surgical treatment is required.
13. To accompany child victims to court for application of court orders.
14. To refer cases to Family Counselling Officers, Psychologists and Legal Advisers.
15. To make report for each case and ensure that any order issued is being enforced and complied with and that psychological help and legal assistance have been provided.
16. To undertake proceedings for provision of other types of aid which victims and/or dependants may require.
17. To submit regular reports, as may be directed, on all cases attended to.

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18. To assess and make arrangement for referral services to other Ministries/Departments/Institutions for children and families as need be.
19. To organise and conduct regular Information, Education and Communication programmes throughout the country in order to raise greater awareness among the population on Convention for the Rights of the Child, Child Protection Act and other relevant issues pertaining to Child Protection and Child Development.
20. To assist in the registration, supervision, monitoring and training of foster parents/families.
21. To arrange for matching and placement of children in need of foster care.
22. To provide ongoing support to the biological families for the reintegration of their children in the family.
23. To be on call on a roster basis to attend to cases of child abuse.
24. To answer phone calls received through the hotlines of the Ministry for the purpose of first hand counselling, advice or intervention into cases, as appropriate.
25. To assist and attend to cases of Tardy Declaration of Birth of both children and adults.
26. To use ICT in the performance of his duties.
27. 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 Welfare and Protection Officer in the roles ascribed to him.

Note

Family Welfare and Protection Officers may be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays.



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