

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:** Head, Gender Unit

**Salary:** Rs 72,400 x 1,950 – 74,350 x 2,825 – 77,175 (23 090 092)

**Effective Date:** 21 September 2017

**Qualifications:** I. By selection from among –

A. (i) officers in the grade of Gender Development Officer who reckon at least four years' service in a substantive capacity in the grade; and

(ii) officers in the grade of Coordinator who reckon at least seven years' service in a substantive capacity in the grade

AND

- B. candidates who –
- (i) possess a Master's Degree in Economics or Sociology or Psychology or Social Work or Social Policy from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
- (ii) reckon at least three years' experience in the field of management or administration or social work or project management; and
- (iii) are computer literate.
- II. Candidates should –
- (i) reckon experience in the field of gender issues and be fully conversant with legislation relating to these issues;
- (ii) possess strong leadership, managerial and organising skills;
- (iii) possess good interpersonal and communication skills; and
- (iv) possess such qualities as trustworthiness, discretion, maturity and tact.

Candidates should produce written evidence of experience/knowledge claimed.

/2...



**CERTIFIED CORRECT**

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

**21 September 2017**

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-2-

**Role and Responsibilities:** To translate Government's policies/programmes for women's empowerment and gender equality into action.

- Duties:**
1. To be responsible for –
    - (i) the sound management of the Gender Unit; and
    - (ii) training relating to the advancement of women, gender analysis and gender planning.
  2. To advise on the –
    - (i) formulation of policies in favour of women, on projects and programmes aiming at promoting their advancement and gender equality and enhancing their contribution to development; and
    - (ii) framing of appropriate legislation relating to women's rights and welfare and to ensure the enforcement of such legislation.
  3. To ensure that women's interests are taken into account in the formulation of policy and in the implementation of projects in other Ministries through gender cells in these Ministries.
  4. To analyse periodically the situation and status of women and undertake such research and surveys as necessary in collaboration with the Planning and Research Unit and produce reports thereon.
  5. To elaborate, implement, monitor and evaluate all programmes relating to women's empowerment and gender equality.
  6. To organise and coordinate activities relating to women's empowerment and gender equality.
  7. To organise and supervise the work of technical staff of the Gender Unit.

/3...



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-3-

8. To prepare and submit regular plans of work and evaluate progress reports on the implementation of policies, projects and programmes in favour of women and gender equality.
9. To coordinate national and international commitments in the field of women's empowerment and gender equality.
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 Head, Gender Unit in the roles ascribed to him.

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