

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

- Ministry:** Gender Equality and Family Welfare
- Post:** Head, Home Economics Unit
- Salary:** Rs 46,900 x 1,525 – 49,950 x 1,625 – 62,950 x 1,850 – 68,500 x 1,950 – 74,350 (23 075 091)
- Effective Date:** 21 July 2021
- Qualifications:** By selection from among officers of the Ministry who –
- (i) reckon –
 - (a) at least three years' service in a substantive capacity in the grade of Senior Home Economics Officer; and
 - (b) at least six years' service in a substantive capacity in the grade of Home Economics Officer;
 - (ii) possess a degree in Home Economics or Home Science or Food Science and Technology or Food Science with Home Economics or Food Science and Nutrition from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
 - (iii) reckon experience in administration or management or project management;
 - (iv) possess strong leadership and managerial skills; and
 - (v) have the ability to interact with people at all levels.

NOTE

In the absence of qualified officers in the grades of Senior Home Economics Officer and Home Economics Officer, by selection from among candidates who –

- (i) possess a degree in Home Economics or Home Science or Food Science and Technology or Food Science with Home Economics or Food Science and Nutrition from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;

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CERTIFIED CORRECT

S. Chundung

S. Chundung (Mrs)
for Secretary for Public Service

21 July 2021

Date.....



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- (ii) reckon at least six years' experience in administration or management or project management;
- (iii) possess strong leadership and managerial skills;
- (iv) have the ability to interact with people at all levels; and
- (v) are computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

**Role and
Responsibilities:**

To be responsible for the management of the Home Economics Unit of the Ministry.

Duties:

1. To advise on the formulation of the Home Economics Policy of the Ministry and the design of projects and programmes aimed at the socio-economic empowerment and the improvement of the quality of life of the family/community.
2. To plan, organise, supervise and coordinate the work of the Senior Home Economics Officers, Home Economics Officers and other staff working in the Unit.
3. To coordinate the various activities of the Home Economics Programmes and projects.
4. To collaborate with other Ministries/Departments/Organisations/Sections on matters related to Home Economics.
5. To plan and organise training for Senior Home Economics Officers, Home Economics Officers and other subordinate staff.
6. To organise –
 - (i) conferences, seminars, exhibitions, competitions and other activities aimed at improving the quality of life of the population in respect of Home Economics; and
 - (ii) such surveys, as are necessary, for the elaboration of Home Economics Programmes for the benefit of the community.

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7. To arrange for the production and development of Information, Educational and Communication (IEC) materials, such as audio visual and teaching aids, as are necessary, for the smooth running of the programmes.
8. To oversee the management of the regional Home Economics Resource 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 Head, Home Economics Unit in the roles ascribed to him.

Note

The Head, Home Economics Unit may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.



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