

GOVERNMENT OF MAURITIUS

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

- Ministry:** Health and Quality of Life
- Post:** Welfare Assistant
- Salary:** Rs 9,200 x 200 – 10,200 x 250 – 11,700 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 19,600 (23 16 45)
- Effective Date:** 19 January 2012
- Qualifications:** A. Cambridge School Certificate with credit in at least English Language and French obtained on one certificate or Passes in at least five subjects with at least Grade C in English Language and French obtained on one certificate at the General Certificate of Education "Ordinary Level" or an equivalent qualification acceptable to the Public Service Commission.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

B. Candidates should –

- (i) reckon experience in welfare work;
- (ii) possess good communication and interpersonal skills; and
- (iii) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

NOTE

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo on-the-job training for a period of not less than six months under the supervision of a Medical Social Worker/Senior Medical Social Worker. On successful completion of the training, they will be considered for appointment as Welfare Assistant in a substantive capacity.

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CERTIFIED CORRECT


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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*
19 JAN 2012

Date.....

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Duties:

1. To assist the Medical Social Worker/Senior Medical Social Worker in dealing with routine social enquiries, problems and case records of patients.
2. To refer cases to appropriate government and non-government social services.
3. To advise patients and/or their relatives on institutional services available for rehabilitation.
4. To perform word processing and other basic ICT functions.
5. 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 Welfare Assistant in the roles ascribed to him.

Note

Welfare Assistants will be administratively responsible to the Head of the institution and technically to the Medical Social Worker/Senior Medical Social Worker.



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