

GOVERNMENT OF MAURITIUS

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

- Ministry:** Gender Equality and Family Welfare
- Post:** Monitoring and Evaluation Officer
- Salary:** Rs 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 62,700 (02 058 088)
- Effective Date:** 24 October 2023
- Qualifications:**
- A. A degree in Finance or Economics or Statistics or Project Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) possess effective interpersonal and communication skills;
- (ii) be proactive; and
- (iii) be computer literate.

Candidates should produce written evidence of knowledge claimed.

- Duties:**
1. To report and to be responsible to the Head, Planning and Research Unit for the performance of his duties.
2. To provide technical support to the Planning and Research Unit –
- (i) in the evaluation of all existing programmes and plans including gender-based programmes; and
- (ii) in redesigning, monitoring and reviewing the Ministry's plans and all projects, activities, expenditures and progress towards achieving project output.
3. To build capacity and support the Ministry regarding planning, monitoring and evaluation.
4. To assist in developing tools and terms of reference for baseline surveys/evaluation of development programmes/projects and/or any research to be undertaken by the Ministry.

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CERTIFIED CORRECT



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B. D. Nundloll (Mrs)
for Secretary for Public Service

24 October 2023

Date.....



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5. To supervise baseline surveys/evaluation exercises.
6. To provide information and statistics to the Coordinators for the preparation of progress reports.
7. To organise and conduct training on monitoring and evaluation for technical staff.
8. To follow-up on a timely basis, the progress of outputs versus plans, by coordinating with relevant organisations for feedback and programme reports.
9. To set up a functional monitoring and evaluation system with a view to ensuring the effectiveness of the Ministry's programmes and projects.
10. To coordinate, process and compile evidence of good practices through proper assessment and documentation of best practices.
11. To use ICT in the performance of his duties.
12. 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 Monitoring and Evaluation Officer in the roles ascribed to him.



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