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GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

- Ministry:** Women's Rights, Child Development and Family Welfare
- Post:** Principal Co-ordinator *Head, Planning and Research Unit*
- Salary:** Rs 20,870 x 600 – 22,070 x 700 – 24,170 (WEL 30)
- Effective Date:** 30 May 2003
- Qualifications:**
- A. By selection from among officers in the grade of Co-ordinator who reckon at least five years' service in substantive capacity in the grade.
 - B. Candidates should -
 - (i) possess effective communication skills and experience in planning and research work in connection with women, family welfare and child development;
 - (ii) be able to lead a team of officers;
 - (iii) be innovative and able to empower/motivate people working under their supervision; and
 - (iv) have a good knowledge of computer operations.

Candidates should produce written evidence of all experience/knowledge claimed.

- Duties:**
1. To be responsible for:
 - (a) the day-to-day management of the Planning and Research Unit;
 - (b) the preparation of short, medium and long-term plans of action in areas of women's affairs, community development and child development and family welfare and advise on policies concerning these areas;
 - (c) the implementation, monitoring and evaluation of programmes, projects and schemes aimed at achieving the objectives of the plans of action;
 - (d) the preparation and implementation of sensitisation programmes for the community through mass media and other means including publications; and
 - (e) the statistical research projects and programmes.

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[Signature]
.....
for Secretary for Public Service Affairs

Date..... 30 MAY 2003

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2. To initiate surveys and studies in connection with women, family welfare and child development and to act as research team leader for such studies and surveys.
3. To elaborate, implement and monitor training programmes.
4. To prepare reports on issues relevant to the Ministry, including country reports.
5. To act as co-ordinator for all assistance obtained by the Ministry.
6. To perform such cognate duties as may be assigned.



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for Secretary for Public Service Affairs

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