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GOVERNMENT OF MAURITIUS

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

- Organisation:** Rodrigues Regional Assembly (Community Development)
- Post:** Social Welfare Officer
- Salary:** Rs 10,200 x 250 – 11,700 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 23,200 x 800 – 24,000 (23 21 52)
- Effective Date:** 23 April 2012
- Qualifications:**
 - A. (a) Cambridge School Certificate with credit in at least five subjects including English Language, French, Mathematics and Principles of Accounts obtained at not more than two sittings or
 - (b) Passes not below Grade C in at least five subjects including English Language, French, Mathematics and Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

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. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.
- C. A diploma in Social Work from a recognised institution.

OR

Equivalent qualifications to A, B and C above acceptable to the Public Service Commission.

- D. Candidates should be computer literate.

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[Signature]

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Candidates should produce written evidence of knowledge claimed.

Qualification at A above should have been obtained prior to qualification at B above.

NOTE

In the absence of candidates possessing qualification at C above, consideration will be given to those who possess the qualifications at A and B above. The selected candidate will be appointed in a temporary capacity in the first instance and will be required to follow successfully a course leading to a diploma in Social Work at a recognised institution to be eligible for appointment in a substantive capacity.

Duties:

1. To be responsible for –
 - (i) the day-to-day administration of Community Centres;
 - (ii) the implementation of minor community-based projects;
 - (iii) the organisation of seminars, conferences, competitions, exhibitions and other related activities;
 - (iv) keeping of such records and registers as required by relevant legislation;
 - (v) the day-to-day management of the financial grant allocated to the Community Centres; and
 - (vi) the management of refugee centres during periods of natural calamities and looking after refugees, when cyclonic conditions no longer prevail.
2. To organise all social, educational, cultural and recreational activities in Community Centres.
3. To assist in the implementation of major community-based projects.
4. To create a dynamic interaction between Community Centres and the local community by conducting small surveys, focus group discussions on social/community issues and home visits.

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5. To effect home visits to members of the community including the disabled and the bedridden elderly.
6. To network through personal contacts/visits with Government Agencies, Non-Governmental Organisations and voluntary agencies in the local community in order to harness resources, financial and non-financial resources for implementation of welfare programmes/projects.
7. To assist in the setting-up of proper interface between the centres and the community by attending meetings with local committees, local volunteers, youths and other groups.
8. To monitor the work and attendance of staff employed at Community Centres.
9. To effect payment of daily expenditure and collect revenues and donations.
10. To keep books of accounts and prepare all other related documents of Community Centres including payment vouchers, cheques, travelling bills as well as the annual estimates and the monthly and annual financial statements for audit purposes.
11. To keep and maintain records of assets and inventories at Community Centres under his responsibility.
12. To ensure that Community Centre buildings and annexed infrastructures and other assets are properly maintained and utilised.
13. To serve as ex-officio member in the Council of Social Service.
14. To use ICT in the performance of his duties.
15. 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 Social Welfare Officer in the roles ascribed to him.

Note

Social Welfare Officers will be required to work at staggered hours.

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