

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

- Organisation:** Rodrigues Regional Assembly (Gender, Family Welfare and Child Development)
- Post:** Head, Gender, Family Welfare and Child Development
- Salary:** Rs 25,525 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 –
49,950 x 1,625 – 56,450 (23 054 081)
- Effective Date:** 20 March 2017
- Qualifications:** A. By selection from among officers who hold a substantive appointment in the grade of Family Welfare and Protection Officer and who possess a degree in Economics or Social Work or Sociology or Psychology or Social Policy or Social Studies from a recognised institution.

OR

an equivalent qualification acceptable to the Public Service Commission.

NOTE

In the absence of qualified serving officers, by selection from among candidates who possess a degree in Economics or Social Work or Sociology or Psychology or Social Policy or Social Studies from a recognised institution.

OR

an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

- (i) possess good administrative and leadership skills;
- (ii) be able to interact with people at all levels;
- (iii) possess qualities of trustworthiness, discretion, maturity and tact; and
- (iv) be computer literate.

Candidates should produce written evidence of knowledge claimed.

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CERTIFIED CORRECT

*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms
20 March 2017*

Date.....

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**Role and
Responsibilities:**

To be responsible for the implementation of policies and strategies in respect of Gender, Family Welfare and Child Development in Rodrigues.

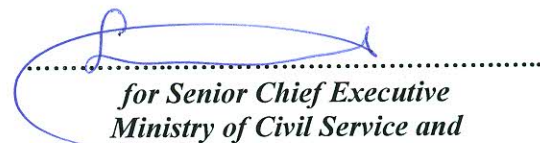
Duties:

1. To be responsible to the Departmental Head for the overall management of the Gender, Family Welfare and Child Development Units.
2. To advise on the formulation of policies on projects and programmes aiming at promoting the advancement and enhancing the women's and families contribution to development, for gender, family welfare and child protection.
3. To advise on the framing of appropriate legislations relating to women's rights and welfare.
4. To provide professional guidance, monitor and coordinate the work of the different units of Gender, Family Welfare and Child Development.
5. To work in close collaboration with Commissions, Parastatal Bodies, Non-Governmental Organisations and International Organisations working for the protection and welfare of children.
6. To ensure follow-up of cases of women in distress, domestic violence, placement of women in shelters, child abuse, placement of children in shelters and in the foster care system.
7. To ensure that the interest of the family and women are considered and safeguarded on the formulation of policies and implementation of projects and programmes.
8. To organise and coordinate activities relating to women's empowerment, gender equality, domestic violence, family issues and International Family Day.
9. To be responsible for training of Family Welfare and Protection Officers and foster care parents.
10. To organise, supervise and monitor the work of Family Welfare and Protection Officers.

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11. To prepare and submit regular plans of work and evaluate progress reports on the implementation of policies, projects and programmes in favour of women, family and children.
12. To assist in developing information, education and communication strategies and carrying sensitisation campaigns against any forms of exploitation and abuse of children.
13. To monitor and co-ordinate the work of the different Units.
14. To be responsible for training related to the advancement of women, gender analysis and gender planning.
15. To use ICT in the performance of his duties.
16. 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, Gender, Family Welfare and Child Development in the roles ascribed to him.



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