

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

**Organisation:** Rodrigues Regional Assembly (Gender, Family Welfare and Child Development)

**Post:** Family Welfare and Protection Officer

**Salary:** Rs 17,375 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 –  
32,500 x 925 – 37,125 x 1,225 – 39,575 (23 038 070)

**Effective Date:** 20 March 2017

**Qualifications:** By selection from among candidates who are at least 23 years of age and who –

- (i) possess a diploma in Social Work or Social Studies or Social Welfare or Psychology or Sociology or any other related field from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
- (ii) reckon at least three years' experience pertaining to Gender and Domestic Violence or Child Development and Protection or Family Welfare and Protection or Social Work;
- (iii) possess good organising, communication and interpersonal skills; and
- (iv) are computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

**Duties:** 1. To be responsible to the Head, Gender, Family Welfare and Child Development for performing the following duties –

**A. For Gender Unit**

- (i) To organise informative training and recreational activities for women in Women's Centres, prepare monthly programme of activities, monitor and evaluate work done in Women's Centres.
- (ii) To assist in the organisation of seminars, conferences, competitions, exhibitions and other related activities.
- (iii) To give publicity to the policy of the Commission and activities/programmes organised by the Commission for the empowerment of women promotion of gender equality and development of children.

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- (iv) To work in close cooperation with governmental and non-governmental organisations for the creation of common activities for the empowerment of women.

**B. For Family Welfare and Protection Unit**

- (i) To implement projects related to promotion of family welfare.
- (ii) To assist in the organisation of workshops, seminars and conferences related to the promotion of family welfare.
- (iii) To attend to victims of family violence and provide assistance as appropriate after having explained to victims their rights.
- (iv) To conduct social enquiries into cases of family violence.
- (v) To accompany victims of family violence to Police Stations to report the cases.
- (vi) To accompany victims to a safe place or to hospital/dispensary/area health centre if medical/surgical treatment is required.
- (vii) To accompany victims to Court for application of protection, tenancy and occupation orders.
- (viii) To refer cases for follow-up to Psychologists, Family Counsellors or Legal Advisers.
- (ix) To prepare reports and ensure follow-up with each case and ensure that any order issued is being enforced and complied with and psychological help and legal assistance have been provided.

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- (x) To keep a record of all cases reported and attended for investigation and follow-up purposes and to record statistics of cases and its updating.
- (xi) To provide other types of aid which victims and/or dependants may require.
- (xii) To submit regular reports, as may be directed, on all cases attended.
- (xiii) To interact with other units of the Commission of Gender, Family Welfare and Child Development/Departments/ Institutions so as to ensure efficient services to the public.
- (xiv) To conduct regular information and sensitisation programmes in order to raise greater awareness among the population and prevent domestic violence.
- (xv) To be on call to attend to cases of family violence.
- (xvi) To answer phone calls received through the hotlines of the Commission for the purpose of first hand counselling, advice or intervention into cases, as appropriate.

**C. For Child Development Unit**

- (i) To promote the protection and development of children.
- (ii) To investigate into cases of abuse against children through social enquiries and take appropriate remedial action.
- (iii) To organise activities in relation to the development of children.
- (iv) To be responsible for the supervision and control of Day Care Centres and conduct Early Childhood Development Programmes.

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- (v) To be responsible for the issue of licensing and formal registration of Child Day Care Institutions.
- (vi) To implement the policy of Government relating to protection and welfare of children in general through a National Parental Empowerment Programme.
- (vii) To execute the protocol of assistance for child victims of sexual assaults.
- (viii) To assist child victims of ill-treatment and to report cases of emotional/psychological violence, physical violence, neglect or sexual violence in general at the level of the Child Protection Unit and/or at Police Stations.
- (ix) To be responsible for the conveyance of children from shelters and other places of safety to court and back.
- (x) To assist families in need especially in deprived regions and towards their rehabilitation.
- (xi) To keep a record of all cases reported and attended for investigation and follow-up purposes and to record statistics of cases and its updating.
- (xii) To accompany child victims to a safe place or to hospital/dispensary/area health centre if medical/surgical treatment is required.
- (xiii) To accompany child victims to court for application of court orders.
- (xiv) To refer cases to Family Counselling Officers, Psychologists and Legal Advisers.
- (xv) To make report for each case and ensure that any order issued is being enforced and complied with and that psychological help and legal assistance have been provided.

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- (xvi) To undertake proceedings for provision of other types of aid which victims and/or dependants may require.
  - (xvii) To submit regular reports, as may be directed, on all cases attended to.
  - (xviii) To assess and make arrangement for referral services to other Units/Institutions for children and families as need be.
  - (xix) To organise and conduct regular Information, Education and Communication programmes throughout the country in order to raise greater awareness among the population on Convention for the Rights of the Child, Child Protection Act and other relevant issues pertaining to Child Protection and Child Development.
  - (xx) To assist in the registration, supervision, monitoring and training of foster parents/families.
  - (xxi) To arrange for matching and placement of children in need of foster care.
  - (xxii) To provide ongoing support to the biological families for the reintegration of their children in the family.
  - (xxiii) To be on call on a roster basis to attend to cases of child abuse.
  - (xxiv) To answer phone calls received through the hotlines of the Commission for the purpose of first hand counselling, advice or intervention into cases, as appropriate.
  - (xxv) To assist and attend to cases of Tardy Declaration of Birth of both children and adults.
2. To use ICT in the performance of his duties.

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3. 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 Family Welfare and Protection Officer in the roles ascribed to him.

**Note**

Family Welfare and Protection Officers may be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays.



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