

GOVERNMENT OF MAURITIUS

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

Ministry: Social Security, National Solidarity and Reform Institutions

Post: Deputy Commissioner, Social Security

Salary: Rs 37,500 x 1,250 – 50,000 (23 65 75)

Effective Date: 5 August 2010

Qualifications: By promotion, on the basis of experience and merit, of officers who hold a substantive appointment in the grade of Assistant Commissioner, Social Security and who possess good communication, interpersonal and organising skills.

Role and Responsibilities: To assist in the implementation of policies and strategies of the Social Security sector in line with the overall vision, mission and strategies of the Ministry.

- Duties:**
1. To co-ordinate the work of the various branches/sections/units in the Social Security Division and to ensure the smooth running of the branch/section/unit under his responsibility.
 2. To assist the Commissioner, Social Security in the management of the Social Security Division.
 3. To mentor and guide subordinate staff.
 4. To review regularly the working methods and procedures.
 5. To assist in the implementation of the Performance Management System in the Social Security Division.
 6. To perform all IT related activities directly or indirectly related to the job.
 7. 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 Deputy Commissioners, Social Security in the roles ascribed to them.



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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date..... 05 AUG 2010