

GOVERNMENT OF MAURITIUS

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

Ministry: Social Security, National Solidarity and Senior Citizens Welfare and Reform Institutions

Post: Higher Social Security Officer

Salary: Rs 14,200 x 400 – 15,000 x 500 – 16,000 x 600 – 23,200 x 800 – 24,800 (23 35 53)

Effective Date: 1 July 2009

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Social Security Officer who:-

- (i) reckon at least four years' service in a substantive capacity in the grade; and
- (ii) have successfully followed the in-service training course for Social Security Officers.

- Duties:**
1. To perform field and/or office duties in connection with the grant of benefits to claimants/beneficiaries, the payment of contributions in respect of National Pensions Fund, National Savings Fund and other social insurance schemes, repatriation cases and welfare of the vulnerable groups.
 2. To ensure that the provisions of the legislation governing the grant of benefits or the payment of contributions in respect of the National Pensions Fund, the National Savings Fund and other social insurance schemes are complied with.
 3. To adjudicate on claims in relation to industrial injury benefits and national savings benefits.
 4. To provide assistance in the collection of contributions in respect of National Pensions Fund, National Savings Fund, and other social insurance schemes and refund/payment of benefits.
 5. To provide relief in emergencies including fire, flood, cyclone, landslide and other natural calamities.
 6. To act as Secretary to Local Social Aid Advisory Committees.
 7. To collect relevant data for the preparation of returns in relation to social aid cases.

/2...

CERTIFIED CORRECT

RRue

.....
*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

01 JUL 2009

Date.....



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

-2-

8. To process paysheets for payment of Capitation Grant and inmates allowance as well as payment of wages to attendants of charitable institutions.
9. To act as Secretary for the Elderly Watch for his section.
10. To provide support to the elderly and the disabled.
11. To carry out regular inspection visits at Charitable Institutions in receipt of capitation grants from the Ministry.
12. To carry out inspection visits at Residential Care Homes to ensure that the provisions of the Residential Care Homes Act are complied with.
13. To investigate into cases of elderly abuse and intervene as appropriate.
14. To process applications for hearing aids.
15. To perform all IT activities directly or indirectly related to his job.
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 Higher Social Security Officers in the roles ascribed to them.

Note

Higher Social Security Officers may be required to work outside normal working hours, on Saturdays, Sundays, Public Holidays and officially declared cyclone days.



CERTIFIED CORRECT

R. Rue

.....
*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

01 JUL 2009

Date.....