



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

- Ministry:** Gender Equality, Child Development and Family Welfare
- Post:** Principal Social Welfare Officer
- Salary:** Rs 27,425 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 43,775 (23 54 69)
- Effective Date:** 18 November 2014
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Senior Social Welfare Officer who reckon at least three years' service in a substantive capacity in the grade and who possess good managerial and supervisory skills.
- Duties:**
1. To be responsible for the implementation, supervision and monitoring of all social welfare programmes and community projects in Social Welfare Centres falling under his responsibility.
 2. To organise and co-ordinate regional activities/events and to participate in events of national importance.
 3. To supervise field staff and hold regular regional meetings.
 4. To control the application of resources to welfare schemes ensuring transparency.
 5. To manage regional centres and regional funds.
 6. To identify, prepare and monitor capital projects for Social Welfare Centres in consultation with staff and Social Welfare Committees.
 7. To assist and monitor the efficient appropriation and proper application of funds granted to Social Welfare Centres by the Government or raised through other sources.
 8. To oversee assets management.
 9. To use ICT in the performance of his duties.

/2...



CERTIFIED CORRECT

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

18 November 2014

Date.....

GOVERNMENT OF MAURITIUS

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

-2-

10. 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 Principal Social Welfare Officer in the roles ascribed to him.

Note

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



CERTIFIED CORRECT

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

18 November 2014
Date.....