

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

- Organisation:** Rodrigues Regional Assembly (Social Security)
- Post:** Manager, Social Security
- Salary:** Rs 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450
(23 063 081)
- Effective Date:** 03 November 2020
- Qualifications:** A. By selection from among officers in the grades of –
- (a) Principal Social Security Officer; and
 - (b) Senior Social Security Officer who reckon at least six years' service in a substantive capacity in the grade and who possess –

either

 - (i) a degree in Social Work or Sociology from a recognised institution
 - or
 - (ii) a diploma in Social Work together with a degree in Administration or Economics from a recognised institution

OR

Equivalent qualifications to (b) (i) and (b) (ii) above acceptable to the Public Service Commission.
- B. Candidates should possess –
- (i) good organising and leadership skills; and
 - (ii) good interpersonal and communication skills.
- Role and Responsibilities:** To assist in the day-to-day administration and management of the Social Security Service and to ensure the proper functioning of its activities.

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CERTIFIED CORRECT



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D. Gowry (Mrs)
for Secretary for Public Service

03 November 2020

Date.....

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Duties:

1. To be responsible administratively to the Departmental Head and technically to the Commissioner, Social Security of the Ministry of Social Integration, Social Security and National Solidarity for the following –
 - (a) implementing policies and programmes pertaining to the Social Security;
 - (b) planning and monitoring quality management of services provided at the Social Security Division;
 - (c) ensuring the proper implementation of the Protection of Elderly Persons Act and the Residential Care Homes Act;
 - (d) coordinating and supervising relief measures and emergencies including fire, flood, cyclone, landslide and other natural calamities; and
 - (e) organising and conducting training of staff.
2. To use ICT in the performance of his duties.
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 Manager, Social Security in the roles ascribed to him.

Note

The Manager, Social Security may be required to work outside normal working hours including Saturdays, Sundays, Public Holidays and officially declared cyclone days.



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