OUTER ISLANDS DEVELOPMENT CORPORATION

Scheme of Service

POST: ASSISTANT COORDINATOR, SOCIAL WORK

SALARY:
Rs 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 –
23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450
x 950 – 40,300 (OIC 27)

EFFECTIVE DATE: 05 April 2023

QUALIFICATIONS: A. A Diploma in Social Work from a recognised institution

OR

An equivalent qualification acceptable to the Board.

NOTE: For the first intake, by appointment from among officers in the grade of Social Worker in post.

Candidates should:

(i) possess excellent leadership, communication and interpersonal skills
(ii) be computer literate

DUTIES:
(1) to act as facilitator for Agalean students.
(2) to arrange for accommodation facilities and school admissions for Agalean students.
(3) to liaise with relevant authorities to address problems which may impede the education and adaptation of Agalean students in Mauritius and provide any assistance as required.
(4) to implement schemes for the welfare and studies of Agalean students.
(5) to monitor the allocation of school materials/stipends to Agalean students and their guardians.
(6) to work in collaboration with the appropriate authorities to
ensure that the Agalean students are provided with healthy recreational facilities for their proper upbringing and integration in the society.

(7) to brief and assist Agalean students joining educational Institutions in Mauritius.

(8) to assist in the organisation of informative, training and recreational activities for inhabitants of the Outer Islands;

(9) to help in the organisation of seminars, conferences, competitions and exhibitions;

(10) to work in close collaboration with governmental and non-governmental organisations for the creation of common activities for empowerment of the inhabitants;

(11) to assist in the investigation and monitoring of hardship cases and make arrangement for referral services;

(12) to assist in the organisation of awareness campaigns and information, and education as well as communication programmes.

(13) to use ICT in the performance of his duties.

(14) 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 Assistant Coordinator, Social Work in the roles ascribed to him.

Note: The Assistant Coordinator would be required to:

(a) serve in Agalega.

(b) work at staggered hours.