**MINISTRY OF GENDER EQUALITY AND FAMILY WELFARE**

**Vacancy for the Post of Child Care Worker**

Applications are invited from qualified candidates who wish to be considered for appointment as Child Care Worker in the Ministry of Gender Equality and Family Welfare.

**1. AGE LIMIT**

Candidates, unless already in the Service, should not have reached their **40th** birthday by the closing date for the submission of applications.

**2.** **QUALIFICATIONS**

1. Candidates should possess a Cambridge School Certificate or Passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Ministry of Gender Equality and Family Welfare.
2. Candidates should –

(i) reckon at least three years’ experience in social work with children or child care or early childhood development;

(ii) possess good communication and interpersonal skills; and

(iii) be computer literate.

 Candidates should produce written evidence of experience/knowledge claimed.

 **NOTE**

 Selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo on-the-job training, both theoretical and practical, for a period of at least one year in all aspects of the work of a Child Care Worker. On completion of the training and on being favourably reported upon, they will be considered for appointment as Child Care Worker in a substantive capacity.

**3. DUTIES AND SALARY**

1. To give assistance to the Family Welfare and Protection Officer attached to the Child Development Unit in the handling of children during an investigation.

2. To take care, under general supervision of the Family Welfare and Protection Officer, of children victims of ill-treatment and abuse and to accompany them-

1. to Police Stations;
2. to Courts;
3. to Community Health Centres/Area Health Centres/Hospitals;
4. to shelters and/or a place of safety;
5. to the Family Counselling Service for follow-up by psychologists, family counsellors or legal advisers and other institutions;
6. to their biological families and assist them in the reintegration process; and
7. during activities organised by the Ministry.
8. To look after, groom and feed children victims of abuse and neglect.
9. To assist in –
10. the follow-up of cases referred to the Child Development Unit and to report thereon to the Family Welfare and Protection Officer;
11. the regular follow-up of teenage pregnancy cases reported by regional hospitals to the Child Development Unit and to refer to the appropriate institution for therapy;
12. the preventive work regarding child trafficking; and
13. the rehabilitative work of child trafficking victims.
14. To assist the Family Welfare and Protection Officer in the handling of hotlines for children in distress during office hours.
15. To perform simple clerical duties such as keeping of records, as and when required.
16. To use ICT in the performance of his duties.
17. 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 Child Care Worker in the roles ascribed to him.

 **Note**

Child Care Workers may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.

 The permanent and pensionable post carries salary in scale Rs 15745 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 33175.

 **Appointment in a temporary capacity in the grade carries a flat salary of Rs 15,745 a month plus salary compensation at approved rates.**

**4. MODE OF APPLICATION**

1. Qualified candidates should submit their applications on the prescribed Application Form which may be obtained from the Human Resource Section, Ministry of Gender Equality and Family Welfare, Level 6, Newton Tower, Port Louis or on the website of the Ministry at the following address: [**http://gender.govmu.org**](http://gender.govmu.org)**;**
2. Applicants already in the Public Service should submit their applications in duplicate as follows:
* The original to be filled in by candidates at Part A and sent to the Human Resource Section, Ministry of Gender Equality and Family Welfare, Level 6, Newton Tower, Port Louis **within the closing date** for submission of applications; and
* The duplicate through their respective Supervising/Responsible Officer who will forward it duly completed to the Human Resource Section, Ministry of Gender Equality and Family Welfare, Level 6, Newton Tower, Port Louis, **within a week of the closing date.**
1. Envelopes should be clearly marked on the top left-handed corner ‘Post of Child Care Worker, Ministry of Gender Equality and Family Welfare’;

(d) Incomplete, inadequate or inaccurate filling of the Application Form shall entail elimination of the applicant;

(e) Applicant should possess all certificates/qualifications/testimonials at the time of application;

(f) Non submission of information/documents/certificates will entail disqualification of the applicant;

(g) Photocopies of birth, academic and professional qualifications and documentary evidence of any experience claimed should be attached with the Application form;

(h) The originals of birth and educational certificates should not be submitted with the application, but applicants should produce these if and when called upon to do so;

(i) The onus for the submission of equivalence of qualification (if applicable) from the relevant local authorities rest on the candidate;

(j) Qualifications obtained **after** the closing date for the submission of application as specified in the advertisement will **not** be accepted. Only qualified persons should apply; and

(k) Applications **not** made on the prescribed form will **not** be accepted.

 **NOTE**

(a) Only the best qualified candidates will be called for interview;

(b) Late submission of applications will not be considered;

(c) Selected candidates will be required to present their character certificate during interview; and

(d) The Ministry of Gender Equality and Family Welfare reserves the right not to make any appointment following this advertisement.

**5. CLOSING DATE**

(a) Applications should reach the Permanent Secretary (Attn: Human Resource Section), Ministry of Gender Equality and Family Welfare, Level 6, Newton Tower, Port Louis **not later than 03 00 pm on 13 May 2024.**

(b) Applications received after the specified closing date and time will **not** be considered.

**23 April 2024**

 Ministry of Gender Equality and Family Welfare, Level 6,

Newton Tower

Sir William Newton Street

**PORT LOUIS**