

NOTICE OF VACANCY

The National Empowerment Foundation (NEF), which falls under the aegis of the Ministry of Social Integration, Social Security & National Solidarity (Social Integration Division), is looking for qualified, experienced and dedicated persons, who wish to be considered for employment on a contractual basis for the following post.

COMMUNITY PROJECT OFFICER

Qualifications:

A. Higher School Certificate or an equivalent qualification acceptable to the Board.

B. Candidates should:

- i. Possess good interpersonal, communication and report writing skills;
- ii. Be proficient in IT office tools as well as in statistical and data interpretation;
- iii. Have the ability to work in a team; and
- iv. Be able to meet tight deadlines.

NOTES:

New entrants would be required to follow a one-year training period to the satisfaction of the Board prior to confirmation in the post.

Salary scale (NEF 15):

Rs 21,100×375 - 22,225×400 - 23,025×425 - 24,300×525 - 26,400×575 - 27,550×650 - 28,200×850 - 29,900×875 - 32,525×950 - 39,000 QB 39,975×975 – 40,950×1,150 - 45,550×1,375- 49,675×1,650- 51,325.

The onus is on the candidates to produce the equivalence for the required qualifications.

Main Responsibilities and Duties

Prospective candidates are requested to visit the NEF website <http://www.nef.mu> to take cognizance of the desired profiles, main responsibilities and duties of the above post.

General Terms of Employment

- i. Employment of the selected candidates will be on a contract basis in the first instance.
- ii. Candidates must be prepared to operate independently, work under pressure and outside normal office hours, including Sundays and Public Holidays.

Mode of Application

- All applications should be made on the prescribed form and accompanied by copies of relevant educational/professional certificates and evidence of work experience.
- Application forms may be downloaded from our website <http://www.nef.mu> or obtained at the Reception Counter of the NEF, 8th Floor, Garden Tower, La Poudrière Street, Port Louis, between 0900 Hours and 1600 Hours on weekdays;
- The post applied for should be clearly marked on the top left-hand corner of the envelope.

All applications should be sent by registered post or be hand delivered to the Registry department addressed to the Officer-in-Charge, National Empowerment Foundation, 5th Floor, Garden Tower, La Poudrière Street, Port Louis, by Thursday 25 April 2024, at 1500 Hours at latest.

- Notes:** (i) Late applications and applications not made on prescribed form will not be considered.
(ii) Only the best candidates will be called for the selection exercise.
(iii) The NEF reserves the right not to make any appointment as a result of this advertisement.

Date: 05 April 2024