

NOTICE OF VACANCY

The National Empowerment Foundation (NEF) is looking for qualified, experienced and dedicated persons who wish to be considered for employment on a contractual basis for the following post:

Case Management Officer (CMO)

Qualifications:

A. Candidates should possess:

A Diploma in Social Work

or an equivalent qualification acceptable to the Board of the National Empowerment Foundation (NEF).

B. Candidates should also:

- 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. possess strong leadership and problem-solving skills;
- iv. have the ability to work in a team; and
- v. be able to meet tight deadlines.

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

Salary scale (NEF 13):

Rs 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 42,325

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 one-year contract basis.
- 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;
- '**Case Management Officer - External**' should be clearly marked on the top left-hand corner of the envelope.

All applications should be sent by post to the Chief Executive Officer, National Empowerment Foundation, 7th Floor, Garden Tower, La Poudrière Street, Port Louis, by Friday 03 December 2021, 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: 12 November 2021