

## NOTICE OF VACANCY

(I) Applications are invited from among officers in the grade of Community Project Executive and serving officers of the NEF for the post of:

### **COMMUNITY PROJECT COORDINATOR**

**(A) Qualifications and experience:**

- (i) possess a Degree in Social Science or Management or Administration or an equivalent qualification acceptable to the Board; and
- (ii) reckon at least three years' experience in community development.

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

**(C) Salary Scale: Rs 34,350 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 (NEF 19)**

(II) Applications are invited from among officers in the grade of Case Management Officer and serving officers of the NEF for the post of:

### **COMMUNITY PROJECT EXECUTIVE**

**(A) Qualifications and experience:**

- (i) a degree in a field related to social and community development or an equivalent qualification acceptable to the Board; and
- (ii) reckon at least three years' experience in community work.

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

**(C) Salary Scale: Rs 27,850 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 - 56,450 (NEF 16)**

Applications are also invited from among serving officers who wish to be considered for employment in the following posts:

### **CONFIDENTIAL SECRETARY**

**(A) Qualifications and experience:**

- (i) a Cambridge Higher School Certificate together with a Certificate in Word Processing/Data Processing or an equivalent qualification acceptable to the Board; and
- (ii) reckon at least four years' service at the NEF.

**(B) Candidates should:**

- (i) be fluent in English and French;
- (ii) have shown qualities of trustworthiness, discretion, maturity tact and initiatives;
- (iii) be capable of dealing efficiently with members of the public;
- (iv) have good organisation skills; and
- (v) be able to work under pressure.

**(C) Salary Scale: Rs 19,200 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 38,350 (NEF 11)**

### **GENERAL EXECUTIVE**

**(A) Qualifications:**

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

**(C) Salary Scale: Rs 16,400 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 38,350 (NEF 10)**

**Note: (i) Candidates should produce written evidence of experience/knowledge claimed.**

**(ii) 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 posts.

#### **General Terms of Employment**

- i. Employment of the selected candidates will be on a six-month temporary 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, 8<sup>th</sup> 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 to the Chief Executive Officer, National Empowerment Foundation, 8<sup>th</sup> Floor, Garden Tower, La Poudrière Street, Port Louis, by Tuesday 16 August 2022, at 1500 Hours at latest.**

**Only the best qualified candidates will be convened for interview. The NEF reserves the right not to fill any vacancies as a result of this advertisement.**

Date: 01 August 2022