

NOTICE OF VACANCY

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

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)

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)

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 proven experience in the field.

(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 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 one-year 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 NEF 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 to the Chief Executive Officer, National Empowerment Foundation, 7th Floor, Garden Tower, La Poudrière Street, Port Louis, by Tuesday 23 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: 03 August 2022