

## NOTICE OF VACANCY

The National Empowerment Foundation (NEF), Rodrigues, 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.

### CASE MANAGEMENT OFFICER

**(A) Qualifications and experience:**

- (i) a Diploma in Social Work or an equivalent qualification acceptable to the Board; and
- (ii) reckon at least one-year proven experience in social or 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 strong 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 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 (NEF 13)**

### IT TECHNICIAN

**(A) Qualifications and experience:**

- (i) possess a Diploma in Computer Science or Computer Engineering or Information Technology or Information Systems or Software Engineering from a recognized institution or an equivalent qualification acceptable to the Board; and
- (ii) reckon at least one-year relevant experience in the field.

**(B) Candidates should:**

- (i) possess good interpersonal, analytical, communications and report writing skills;
- (ii) possess strong leadership and problem-solving skills;
- (iii) be conversant with latest IT Technologies; and
- (iv) have the ability to work in a team and to meet tight deadlines.

**(C) Salary Scale: 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 (NEF 13)**

### GENERAL EXECUTIVE

**(A) Qualifications and experience:**

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 NEF Rodrigues, 2<sup>nd</sup> Floor, Mutual Aid Building, François Léguat Street, Port-Mathurin, Rodrigues, between 0900 Hours and 1500 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 Programme Manager, National Empowerment Foundation (NEF Rodrigues), 2<sup>nd</sup> Floor, Mutual Aid Building, François Léguat Street, Port-Mathurin, Rodrigues, by Wednesday 24 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: 04 August 2022