

## NOTICE OF VACANCY

Applications are invited from among serving officers who wish to be considered for employment in the following posts at the National Empowerment Foundation of **Rodrigues**.

### **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 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 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 Thursday 18 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