

NOTICE OF VACANCY

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

Human Resource Management Officer

Qualifications:

Candidates should possess:

A. A Degree in Human Resource Management

OR

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

AND

reckon at least three years' experience in the field.

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

B. Candidates should also:

- i. have a good knowledge of policies, rules and regulations relating to the management of human resources, and the latest trends in human resource management;
- ii. possess good leadership, interpersonal, communication and innovative skills;
- iii. Possess good analytical and problem-solving skills;
- iv. Have the ability to work in a multi-disciplinary team and to meet tight deadlines; and
- v. Possess good IT skills and ability to operate simple Access based Software.

Candidates should produce written evidence of experience/knowledge claimed.

Salary scale (NEF 15):

Rs 25,525 x 775 - 32,500 x 925 - 37,125 x 1,225 - 40,800 x 1,525 - 49,950 x 1,625 - 56,450

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 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;
- The words '**Human Resource Management Officer (External)**' 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 31 January 2023, 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: 18 January 2023