

NOTICE OF VACANCY

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

1. ACCOUNTANT/SENIOR ACCOUNTANT

Qualifications:

A. Candidates should:

(a) possess a pass at the final examination required for admission to membership of one of the following bodies: -

- i. The Institute of Chartered Accountants of England and Wales
- ii. The Institute of Chartered Accountants of Scotland
- iii. The Institute of Chartered Accountants of Ireland
- iv. The Association of Chartered Certified Accountants
- v. The Chartered Institute of Management Accountants
- vi. The Chartered Institute of Public Finance and Accountancy

OR

an alternative qualification acceptable to the National Empowerment Foundation Board.

(b) reckon at least three years' post qualification experience in finance/financial management; and

(c) is registered with the Mauritius Institute of Professional Accountants in accordance with Section 51 of the Financial Reporting Act.

B. Candidates should:

- i. The Institute of Chartered Accountants of England and Wales
- ii. The Institute of Chartered Accountants of Scotland
- iii. The Institute of Chartered Accountants of Ireland
- iv. The Association of Chartered Certified Accountants
- v. The Chartered Institute of Management Accountants
- vi. The Chartered Institute of Public Finance and Accountancy

Salary scale (NEF 25):

Rs 36,225 x 925 – 39,000 x 975 – 40,950 x 1150 – 45,550 x 1375 – 49,675 x 1650 – 52,975 x 1,800 – 70,975 x 2,050 – 75,075

2. PROCUREMENT & SUPPLY OFFICER

Qualifications:

A. Candidates should:

(i) possess a Diploma in Procurement and Supply or Purchasing and Supply Management

OR

an equivalent qualification acceptable to the Board; and

(ii) reckon at least four years of experience in procurement and supply duties.

B. Candidates should:

- (i) have a good knowledge of policies, rules and regulations relating to the procurement and supply at the NEF.
- (ii) possess good communication and interpersonal skills;
- (iii) be proficient in IT office tools, as well as in statistical and data interpretation;
- (iv) possess good analytical and problem-solving skills; and
- (v) be able to work in a team and within tight schedules.

Salary scale (NEF 16):

Negotiable salary in the following scale:

Rs 23,450 x 425 – 24,300 x 525 – 26,400x575 – 27,550x650 - 28,200x850 – 29,900x875 – 32,525x925 – 39,000x975-40,950x1,150 – 45,550x1,375 – 49,675 QB 51,325.

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 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 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 post applied for should be clearly marked on the top left-hand corner of the envelope.

All applications should be sent by registered post or be hand delivered to the Registry department addressed to the Officer-in-Charge, National Empowerment Foundation, 5th Floor, Garden Tower, La Poudrière Street, Port Louis, by Monday 27 May 2024, 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: 06 May 2024