



Administrative Officer/Senior Administrative Officer

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 persons**, who wish to be considered for employment for the above-mentioned post.

Main Responsibilities and Duties

Prospective candidates are requested to visit the NEF website <http://www.nef.mu> for more details.

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.
- (iii) Posting of selected candidates would be at the **National Empowerment Foundation Office of Rodrigues**.

Mode of Application

- All applications should be made in two copies:
 - (i) **one hard copy** on the prescribed form and accompanied by copies of relevant educational/professional certificates and evidence of work experience; and in
 - (ii) **one soft copy** on recruitment.nef.mu. All copies of relevant educational/professional certificates and evidence of work experience should be uploaded on the NEF Recruitment Portal.
- Application forms may be downloaded from our website <http://www.nef.mu> or obtained at the Reception Counter of **NEF Rodrigues, 2nd Floor, Mutual Aid Building, François Léguat Street, Port-Mathurin, Rodrigues**, between 08:30 Hours and 15:00 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 Programme Manager, National Empowerment Foundation (NEF Rodrigues), 2nd Floor, Mutual Aid Building, François Léguat Street, Port-Mathurin, Rodrigues, by Tuesday 04 August 2026, at 15:00 Hours at latest.

- Notes:**
- (i) Late applications and applications not made on prescribed form will not be considered.
 - (ii) Only the best qualified 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.

**National Empowerment Foundation,
8th Floor Garden Tower, La Poudrière Street, Port Louis, Mauritius**

Date:

15 July 2026