

NOTICE OF VACANCY - NEF RODRIGUES

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 for the following post at NEF Rodrigues:

ADMINISTRATIVE OFFICER / SENIOR ADMINISTRATIVE OFFICER

Qualifications:

A. Candidates should:

- (i) Possess a Degree in Administration or Management or in a field acceptable to the Board; and
- (ii) Reckon at least 3 years' post qualification experience in administrative duties.

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) Be familiar with modern trends and techniques in management;
- (v) Have the ability to work in a team and adapt to different work situation and condition; and
- (vi) Be able to meet tight deadlines.

Salary scale (NEF 21):

Rs 31,650 x 875 - 32,525 x 925 - 39,000 x 975 - 40,950 x 1,150 - 45,550 x 1,375 - 49,675 x 1,650 - 52,975 x 1,800 - 67,375

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 post.

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 the 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.

Date: 15 July 2026