national empowerment foundation

NOTICE OF VACANCY

Chief Executive Officer

The **National Empowerment Foundation (NEF),** under the aegis of the **Ministry of Social Integration, Social Security & National Solidarity**, invites applications from suitably qualified and experienced candidates for the above-mentioned post on a contract basis.

The role

The Chief Executive Officer will lead the Foundation's operations, implement Board decisions and ensure the effective delivery of its programmes and services. The Chief Executive Officer will be accountable to the Board.

The main responsibilities include:

- Planning, organising, coordinating and monitoring the Foundation's administrative activities and supervising staff within the policies established by the Board.
- Working with senior management to guide the Foundation's development and improve service delivery.
- Advising the Board on administration, human resources, finance, procurement and related corporate matters.
- Ensuring the timely preparation of annual budgets and final accounts, sound management of funds and appropriate allocation of resources to programmes.
- Ensuring that audit queries are addressed and audit recommendations implemented in a timely manner.
- Keeping the Board regularly informed of major administrative and operational matters.

Qualifications and experience

Candidates must:

- Hold a university degree in Management, Social Work or another relevant field.
- Have at least ten years' experience at senior management level, preferably in social work, management, or work-related and vocational training.

A Postgraduate Diploma would be an advantage.

Candidates should also possess:

- Strong leadership and problem-solving skills, with the ability to lead and motivate a team.
- Good interpersonal, communication and report-writing skills.
- Proficiency in IT office tools, statistical analysis and data interpretation.
- The ability to work independently, perform under pressure and meet tight deadlines.

Candidates are responsible for producing evidence of equivalence for their qualifications, where applicable.

Salary and conditions of employment

Salary: **Rs 123,075** (NEF 29) together with fringe benefits applicable under the Foundation's prevailing terms and conditions of employment.

The appointment will be for an initial contractual period of two years, renewable subject to satisfactory performance.

The successful candidate may be required to work outside normal working hours, including Saturdays, Sundays and public holidays.

How to apply

Applications must be submitted in hard copy on the prescribed application form, accompanied by:

- A motivation letter and an up-to-date Curriculum Vitae.
- Copies of relevant educational and professional certificates.
- Documentary evidence of the work experience claimed.
- Evidence of qualification equivalence, where applicable.

Application forms and the detailed Scheme of Service are available at www.nef.mu. Application forms may also be collected from the **NEF Reception Counter, 8th Floor, Garden Tower, La Poudrière Street, Port Louis**, between 09:00 and 16:00 on weekdays.

Applications must be placed in a sealed envelope clearly marked "**Application for the Post of Chief Executive Officer**" on the top left-hand corner and addressed to:

The Chairperson
National Empowerment Foundation
8th Floor, Garden Tower
La Poudrière Street, Port Louis

The envelope must be hand-delivered and deposited in the Application Box at the above address.

Closing date: Monday 23 November 2026 at 14:00.

Important notes

1. Only the best-qualified candidates will be invited to participate in the selection exercise.
2. Late or incomplete applications, and applications not submitted on the prescribed form, will not be considered.
3. The NEF reserves the right not to make any appointment following this advertisement.

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