

ACTIVE MAURITIUS under the MAURITIUS SPORTS COUNCIL
VACANCY
COORDINATOR – ASSFP (SECONDARY)
PART TIME - CONTRACTUAL

Applications are invited from qualified candidates who wish to be considered for appointment as ‘**Coordinator – ASSFP (Secondary)**’ for the **Move It programme, on part time basis, for one year**, under Active Mauritius, run by the Mauritius Sports Council, a statutory body under the aegis of the Ministry of Youth Empowerment, Sports and Recreation.

II. AGE LIMIT

Candidates, unless already in service, should not have reached their **55th birthday** by the closing date for the submission of applications.

III. MINIMUM QUALIFICATION

Diploma from a recognized institution **or** any other equivalent qualification acceptable to the Board.

Candidates should:

- have effective communication, interpersonal and problem-solving skills;
- have good knowledge of techniques for planning, monitoring and controlling programmes;
- be able to work flexible hours;
- possess good ICT knowledge.

Candidates should produce written evidence of knowledge claimed.

IV. DUTIES

- a) To manage coaches and be responsible for delegating duties as per established programme;
- b) To supervise, coordinate and support the programme;
- c) To submit weekly/monthly report of school visits for the ASSFP (Secondary);
- d) To plan and organize technical workshops for coaches;
- e) To organize meetings and inform parents on any events they can contribute or participate in;
- f) To organize weekly/monthly meetings with respective coaches to ensure effective communication;
- g) To monitor the attendance records of children as well as their coaches through IT;
- h) To maintain close, effective, working partnerships with parents to ensure the well-being of children;
- i) To contact on a regular basis the Programme Head/Senior Coordinator regarding issues of need and concern;
- j) To submit mid-term and final reports as per template given to the Senior Coordinator;
- k) To attend meetings on a regular basis with the Programme Head;
- l) To prepare an evaluation report on the implementation of the programme for each term and make recommendations for changes as required;
- m) To report to the Managing Secretary as and when required;
- n) To work in different events, for example, Holiday Sport Camps, as when required;
- o) To perform such other duties directly related to the main duties listed above or related to the delivery of output and results expected from ASSFP (Secondary) Coordinator in the role ascribed to him/her.

V. REMUNERATION

An allowance of **Rs 12,000** and **Rs 4,000** as Transport Allowance, per block.

NOTE

- **Priority will be given to candidates who are already enlisted in the pool of Active Mauritius Coaches.**
- **Upon selection, candidates will be required to submit a character certificate.**
- **Contract may be terminated at any time in the event of poor performance, incompetence, misconduct or insubordination.**

VI. MODE OF APPLICATION

- (a) Qualified candidates should submit their application on the prescribed Application Form which may be obtained at the Reception Desk, Mauritius Sports Council, Royal Road, Belle Rose or on our websites <https://mauritiussportscouncil.govmu.org/mauritiussportscouncil/wp-content/plugins/pdfjs-viewer-shortcode/pdfjs/web/viewer.php?file=https%3A%2F%2Fmauritiussportscouncil.govmu.org%2Fmauritiussportscouncil%2Fwp-content%2Fuploads%2F2021%2F05%2FApplication-Form.pdf&dButton=true&pButton=true&oButton=false&v=1.5.1#zoom=auto> or <https://www.active-mauritius.com/wp-content/uploads/2021/02/Application-Form.pdf> in the 'Vacancy' section.
- (b) Applications should reach the Human Resource Executive, Mauritius Sports Council, Royal Road, Belle Rose through registered post **not later than Tuesday 11 May 2021 at 1600hrs.**
- (c) Applications not made on the prescribed form will not be accepted.
- (d) Envelopes should be clearly marked on the top left-hand corner "Post of Coordinator – ASSFP (Secondary)".

Important

- (i) Incomplete, inadequate or inaccurate filling of the Application Form may cause a candidate's elimination. It is an offence to give information which is false or to conceal any relevant information. This may lead to an application being rejected or, if a candidate has already been appointed, to the termination of his appointment.
- (ii) Qualifications obtained after the closing date for the submission of applications as specified in the advertisement will not be accepted.
- (iii) Only qualified persons should apply.
- (iv) The originals of Birth and Educational certificates should be submitted with the application, but applicants should produce these if and when called upon to do so.
- (v) Only the best qualified candidates will be called for interview.

VII. CLOSING DATE OF APPLICATION

- (a) Applications should reach the Human Resource Executive, Mauritius Sports Council, Royal Road, Belle Rose through registered post **not later than Tuesday 11 May 2021 at 1600hrs.**
- (b) Applications not made on the prescribed form will not be accepted.
- (c) Applications obtained after the closing date will not be accepted.

THE MAURITIUS SPORTS COUNCIL RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENT AS A RESULT OF THIS ADVERTISEMENT.

DATE: 03 May 2021

**The Human Resource Executive
Mauritius Sports Council
Royal Road, Belle Rose**