

ACTIVE MAURITIUS under the MAURITIUS SPORTS COUNCIL
VACANCY
COORDINATOR – EXERCISE AT WORKPLACE
PART TIME - CONTRACTUAL

Applications are invited from qualified candidates who wish to be considered for appointment as ‘**Coordinator – Exercise at Workplace**’ for the **Ageing Well 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

1. Manage instructors and be responsible for delegating duties of Ageing Well Program;
2. Supervise, coordinate and support the Ageing Well Program;
3. Submit weekly (where needed) or monthly report of site visits of the Ageing Well centres;
4. Organise meeting with instructors when required;
5. Monitor the attendance record of participants as well as the instructors and the data log through IT and submit to the Programme Officer the required data by the end of the 1st week of the month (for the previous month);
6. Maintain close, effective, working partnerships with participants;
7. Contact on a regular basis the Programme Officer regarding issues of need and/ or concern;
8. Submit reports on monthly basis (for the first two months) and final report to the Programme Officer;
9. Attend meetings on a regular basis with the Programme Officer;
10. To report to the Managing Secretary as and when required;
11. To perform such other duties directly related to the main duties listed above or related to the delivery of output and results expected 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://mauritiusportscouncil.govmu.org/mauritiusportscouncil/wp-content/plugins/pdfjs-viewer-shortcode/pdfjs/web/viewer.php?file=https%3A%2F%2Fmauritiusportscouncil.govmu.org%2Fmauritiusportscouncil%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 (Primary)".

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**