

ACTIVE MAURITIUS under the MAURITIUS SPORTS COUNCIL

VACANCY

PROGRAMME OFFICER – PROMOTING GIRLS

PART TIME - CONTRACTUAL

Applications are invited from qualified candidates who wish to be considered for appointment as ‘**Programme Officer - Promoting Girls**’ for the **Youth on the Move 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. To support, plan, design and coordinate Promoting Girls programme on a national scale;
2. To ensure effective implementation of Promoting Girls programme;
3. To manage communications through media relations, social media etc.;
4. To help to build positive relations within the team and external parties;
5. To plan and run workshops for various stakeholders;
6. To schedule and organize meetings/events and maintain agenda;
7. To ensure that technology is used correctly for all operations (video conferencing, presentations);
8. To compile and keep all records of attendances, equipment, and coordinators reports;
9. To submit monthly and yearly reports on Promoting Girls to the Managing Secretary and Programme Head;
10. Participate in all capacity building organized for the programme and Active Mauritius;
11. To conduct the monitoring and evaluation process jointly with the Head and maintain utmost confidentiality;
12. To support the growth and programme development;
13. To perform such other duties directly related to the main duties listed above or related to the delivery of output and results expected from Promoting Girls Programme Officer in the role ascribed to him/her.

V. REMUNERATION

A monthly allowance of **Rs 8,000** and **Rs 4,000** as Transport Allowance.

NOTE

- **Priority will be given to candidates who are already enlisted in the pool of Active Mauritius Senior Coordinators and Coordinators.**
- **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 website <https://mauritiuscouncil.govmu.org/mauritiuscouncil/wp-content/plugins/pdfjs-viewer-shortcode/pdfjs/web/viewer.php?file=https%3A%2F%2Fmauritiuscouncil.govmu.org%2Fmauritiuscouncil%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 Programme Officer - Promoting Girls".

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**