



ACTIVE MAURITIUS by the MAURITIUS SPORTS COUNCIL
VACANCY
PROGRAMME OFFICER- EXERCISE AT WORKPLACE PROGRAMME
PART TIME - CONTRACTUAL

Applications are invited from qualified candidates who wish to be considered for appointment as **'Programme Officer – 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:

- (i) possess good communication and interpersonal skills;
- (ii) have a positive attitude towards work;
- (iii) be able to work flexible hours; and
- (iv) be computer literate.

Candidates should produce written evidence of knowledge claimed.

IV. DUTIES

- a) To support, plan and coordinate Exercise at Workplace Programme.
- b) To liaise with Coordinators under the same programme.
- c) To ensure effective implementation of Exercise at Workplace Programme.
- d) To manage communications through media/social media, etc.
- e) To help to build positive relations within the team and external parties.
- f) To plan and run workshops for various stakeholders.
- g) To schedule and organize meetings/events and maintain agenda.
- h) To ensure that technology is used correctly for all operations (video conferencing, presentations).
- i) To compile and keep all records of attendance and equipment.
- j) To compile reports of Coordinators.
- k) To submit reports on Exercise at Workplace Programme to the Managing Secretary.
- l) To support the growth and programme development.
- m) To perform such other duties directly related to the main duties listed above or related to the delivery of output and results expected from Exercise at Workplace 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

- 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://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> 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) Envelopes should be clearly marked on the top left-hand corner "Post of Programme Officer".

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**