

**ACTIVE MAURITIUS under the MAURITIUS SPORTS COUNCIL**  
**VACANCY**

**PROGRAMME OFFICER – ASSFP (SECONDARY)**  
**PART TIME - CONTRACTUAL**

Applications are invited from qualified candidates who wish to be considered for appointment as ‘**Programme Officer – 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 **55<sup>th</sup> 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 and coordinate ASSFP (Secondary);
2. To ensure effective implementation of ASSFP programme;
3. To help to build positive relations within the team and external parties;
4. To plan and run workshops for various stakeholders;
5. To schedule and organize meetings/events and maintain agenda;
6. To ensure that technology is used correctly for all operations (video conferencing, presentations);
7. To compile and keep all records of attendances for Senior Coordinators, Coordinators and Coaches
8. To have good control on purchase, delivery and use of equipment;
9. To compile appropriate reports from Senior Coordinators and Coordinators;
10. To submit quarterly and yearly reports on ASSFP to the Managing Secretary;
11. To support the growth and programme development;
12. To work in different events, for example, Holiday Sport Camps, as when required;
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 ASSFP (Secondary) 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 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 Programme Officer – 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**