



MAURITIUS SPORTS COUNCIL
VACANCY
“DIRECTOR” – CONTRACTUAL BASIS

Applications are invited from qualified candidates who wish to be considered for appointment as **‘Director’ on contractual basis for a period of one year, on full time basis**, at the Mauritius Sports Council, a statutory body under the aegis of the Ministry of Youth Empowerment, Sports and Recreation.

I. QUALIFICATIONS

- A. A Degree in Sports Management or any other qualification acceptable to the Board of the MSC.
- B. Candidates should –
 - (i) reckon at least four years’ experience in the field of sports and physical activity;
 - (ii) have experience in leadership, sectoral management and strategy formulation and implementation;
 - (iii) have a record of achievement in a recognised organization, ideally in the sports and physical activity sector;
 - (iv) have a good knowledge of the National Sport and Physical Activity Policy;
 - (v) have experience with physical activity and public health programmes;
 - (vi) be computer literate.

NOTE

- 1. Candidates should produce written evidence of knowledge claimed.
- 2. Candidates should produce proof of vaccination.

ROLE AND RESPONSIBILITIES

- 1) To be responsible to the Board for the execution of the policy of the Board, the overall administration and management of the Mauritius Sports Council (MSC).
- 2) To give strategic guidance and direction to the Board of the MSC and to liaise closely with all relevant Stakeholders on objectives.
- 3) To operate under the aegis of the Ministry of Youth Empowerment, Sports & Recreation (MYESR).
- 4) To ensure that the MSC achieves its mission by supporting in planning, coordinating and promoting the objectives of the National Sports and Physical Activity Policy (NSPAP).

II. DUTIES

- 1. Provide effective and professional leadership and direction, supporting and promoting the activities of the organization and contributing significantly to the building of a high performing organization that is fit for purpose.
- 2. Ensure that business strategy is translated into achievable plans with clearly defined accountability in terms of outcomes, deadlines and quality standards.

3. Provide visible leadership and motivate staff to ensure that delegated responsibilities are delivered and that effective communications are maintained, including ensuring on-going performance management.
4. Work with the Human Resource Department to oversee the day-to-day management of Human Resource, including HR planning of the Council.
5. Represent the Council positively to internal and external stakeholders, including, where appropriate, the media.
6. Prepare and do presentations to internal and external stakeholders.
7. Manage and operate a portfolio of state-owned sports, youth and recreation infrastructures to maximise their impact on the National Sports & Physical Activity Policy (NSPAP).
8. Develop a long-term plan that will support the successful implementation of 'Active Mauritius' objectives to foster a nationwide culture of community sport and physical activity in order to promote health and well-being among all Mauritian people.
9. Promote and improve the practice of sports and physical activities among the public at large in collaboration with sports-governing bodies.
10. Develop and maintain an effective marketing and public relations strategy to promote programs, facilities in the wider community.
11. Organise and implement projects to achieve objectives, including but not limited to, awards ceremonies, public awareness campaigns, holiday camps, after school programs, swimming programs, fitness and health programs, education and capacity building.
12. Encourage and support other persons or bodies in carrying out research and studies into matters concerning any sports and physical activities and dissemination of knowledge and advice on these matters.
13. Advise and co-operate with the MYESR and other bodies dealing with sports and physical activities in Mauritius.
14. Provide reports to the Chairperson of the Council and the Board on the different activities of the Council.
15. Manage the Council's finance: prepare annual budgets for consideration by the Treasurer and the Board; work with the Finance Department to oversee the day-to-day management of the accounts and report on the financial state of the Council (Audit Report of the Council).
16. Ensure all policies and procedures of the organisation are compliant with legislation and current good practice and are updated as required.
17. Facilitate the monitoring and evaluation of all programmes.
18. Prepare annual reports of the Council.
19. May be required to work outside normal working hours, including weekends and Public Holidays.
20. To perform such other duties directly or indirectly related to the main duties above or related to the delivery of the output and results expected from the Chief Operating Officer in the role ascribed to him/her.
21. Perform any other duties that may be assigned by the Board.

III. ALLOWANCE

Allowance will be in a range of Rs 66,650 – Rs 86,000.

Negotiable and will commensurate with qualifications and experience.

IV. MODE OF APPLICATION AND CLOSING DATE

- (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 in the 'Vacancy' section of the Mauritius Sports Council's website.
- (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 Director".
- (d) Applications should reach the **Human Resource Executive, Mauritius Sports Council, Royal Road, Belle Rose not later than 16:00 hours on Monday, 08 November 2021 through registered post.**

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) Copies 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.

THE MAURITIUS SPORTS COUNCIL RESERVES THE RIGHT TO CALL FOR INTERVIEW ONLY THE BEST QUALIFIED CANDIDATES AS WELL AS THE RIGHT NOT TO MAKE ANY APPOINTMENT FOLLOWING THIS ADVERTISEMENT.

18 October 2021