



MAURITIUS SPORTS COUNCIL
PROGRAMME OFFICER - EXERCISE FOR HEALTH
PART TIME - CONTRACTUAL

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

I. AGE LIMIT

Candidates, unless already in service, should not have reached their **55th birthday** by the closing date for the submission of applications.

II. 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.

III. DUTIES

- a) To support, plan and coordinate the Exercise for Health Programme.
- b) To liaise with Coordinators under the same programme.
- c) To ensure effective implementation of Exercise for Health Programme.
- d) To help to build positive relations within the team and external parties.
- e) To plan and run workshops for various stakeholders.
- f) To schedule and organize meetings/events and maintain agenda.
- g) To ensure that technology is used correctly for all operations (video conferencing, presentations).
- h) To compile and keep all records of attendance and equipment.
- i) To compile reports of Coordinators.
- j) To submit reports on Exercise for Health Programme to the Programme Head or the Director of this Council as and when required.
- k) To support the growth and programme development.
- l) 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 for Health Programme Officer in the role ascribed to him/her.

IV. 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.
- Selected candidates will be required to show proof of vaccination.
- Candidates should produce written evidence of knowledge claimed.
- Contract may be terminated at any time in the event of poor performance, incompetence, misconduct or insubordination.

V. 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 www.mauritiussportscouncil.govmu.org.
- (b) Applications should reach the Human Resource Executive, Mauritius Sports Council, Royal Road, Belle Rose **not later than 16:00 hours on 08 April 2022** through registered post.
- (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 – Exercise for Health Programme".

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 copies of birth and educational certificates should be submitted with the application, but applicants should produce originals if and when called upon to do so.
- (v) Only the best qualified candidates will be called for interview.

VI. CLOSING DATE OF APPLICATION

- (a) Applications should reach the Human Resource Executive, Mauritius Sports Council, Royal Road, Belle Rose **not later than 16:00 hours on 08 April 2022** through registered post.
- (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.

05 April 2022

**The Human Resource Executive
Mauritius Sports Council
Royal Road, Belle Rose**