

Mauritius Sports Council

Post: **Program Officer Beach Water Sport. (Contractual)**
Salary: **Rs 34,700 – 50, 840 Commensurate with Experience Monthly.**
Travelling allowance: **Rs 13,200 and Rs 3980 monthly car allowance in lieu of duty-free car.**
Phone Allowance: **Rs 3000**

Qualifications:

A. Candidates should

- (i) Possess a University Degree in Sports Sciences, Coaching, Sports Management, or any other equivalent qualification or practical experience accepted by the Council.
- (ii) Have at least 5 years of experience in Projects/ Programmes write-up/ Implementation and evaluation.
- (iii) Proof of experience in water Sports Programmes.
- (iv) Have sound administrative and organising abilities.
- (v) possess good leadership and supervisory skills;
- (vi) possess good interpersonal and communication skills; and
- (vii) be computer literate.

B. NOTE

1. Candidates should produce written evidence of knowledge claimed.
2. Candidates should submit a copy of their registration certificate as a Professional Engineer together with their Application Form.
2. The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.
3. Candidates may be required to take part in a written examination.
4. The Council reserves the right:
 - i. To convene only the best-qualified candidates for interview; and
 - ii. not to make any appointment following this advertisement.

Duties:

1. To assist in the implementation of programs, plans, timelines, and budgets undertaken by the council.
2. To work in close collaboration with the Director and to report to him on all programmes and matters relating thereto.
3. To be responsible for conducting research and analysis to support program development and decision-making.
4. To be able to prepare reports, presentations and other materials for stakeholders and partners.
5. To ensure proper follow-up on the implementation of programmes and projects through field visits to collect data, check progress, identify constraints, propose improvements, and submit regular feedback reports on the implementation of programmes and projects.
6. To supervise the works of Beach lifeguards for the council and to submit reports on their performance.
7. To attend and participate in site meetings and other meetings with concerned stakeholders.
8. To prepare & design training programmes for Beach Lifeguards/ Beach Water Sports Instructors and ensure continuous professional development.
9. To use ICT in the performance of his duties.
10. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the program officer in the roles ascribed to him.