

## **PROPOSED SCHEME OF SERVICE**

<b>ORGANISATION:</b>	<b>Mauritius Sports Council</b>
<b>POST:</b>	<b>Programme Manager (Contractual 3 years)</b>
<b>SALARY:</b>	<b>Rs 61,740 x 1,990- Rs 65,720 x 2,290- Rs 70,450</b>
<b>Travelling allowance:</b>	<b>Rs 13,200 and Rs 3980 monthly car allowance in lieu of duty-free car.</b>
<b>Phone Allowance:</b>	<b>Rs 3000</b>

### **QUALIFICATIONS:**

- A. Possess a University Degree in any Sports/ Social Sciences discipline or equivalent qualifications acceptable to the Council.
- B. Candidates should: -
  - (i) At least 3-5 years experience at the managerial level.
  - (ii) Possess good communication, interpersonal and problem-solving skills.
  - (iii) Ability to prioritize and execute multiple simultaneous projects in a deadline-driven environment.
  - (iv) Self-starter and ability to self-manage workload, including taking initiative to propose to the management.
  - (v) Excels in a team environment, working collaboratively in a dynamic, fast-paced and deadline-driven setting.

## **DUTIES**

- a) Responsible for the overall implementation, coordination, monitoring and supervision of programmes and projects of the Council.
- b) Prepare operational guidelines, parameters, and criteria for implementation of programmes and projects and allocation of funds.
- c) Prepare guidelines/ procedures and safeguard policies for Program Heads, Program Officers, Senior Coordinators, Coordinators and Coaches in terms of recruitment, appraisal, payment, and new programmes.
- d) Develop and implement plans for the monitoring and evaluation of programmes and projects and assess their impact.
- e) Assist the Director in liaising with government authorities and other stakeholders.
- f) Ensure proper follow-up on implementation of programmes and projects through field visits to collect data, check progress, identify constraints, propose improvements, and submit regular feedback reports.
- g) Ensure an integrated approach in the implementation of programmes and contribute to building synergy with programmes of the Council and other stakeholders.
- h) Perform such other cognate duties as may be assigned by the Director or the Board of the Council.