

NOTICE OF VACANCY - NEF Rodrigues

Applications are invited from suitably qualified candidates for the post of:

Case Management Officer (CMO)

Qualifications:

Candidates should possess:

A. Diploma in Social Work

OR

an equivalent qualification acceptable to the Board of the National Empowerment Foundation (NEF).

B. Candidates should also:

- i. possess good interpersonal, communication and report writing skills;
- ii. be proficient in IT office tools as well as in statistical and data interpretation;
- iii. possess strong leadership and problem-solving skills;
- iv. have the ability to work in a team; and
- v. be able to meet tight deadlines.

Candidates should produce written evidence of experience/knowledge claimed.

Salary scale:

Rs 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 42,325

Main Responsibilities and Duties

Prospective candidates are requested to visit the NEF website <http://www.nef.mu> to take cognizance of the desired profiles, main responsibilities and duties of the above post.

General Terms of Employment

- i. Employment of the selected candidates will be on a contract basis for an initial period of two years.
- ii. Candidates must be prepared to operate independently, work under pressure and outside normal office hours, including Sundays and Public Holidays.

Mode of Application

- All applications should be made on the prescribed form and accompanied by copies of relevant educational/professional certificates and evidence of work experience;
- Application forms may be downloaded from our website <http://www.nef.mu> or obtained at the Reception Counter of NEF Rodrigues, 2nd Floor, Mutual Aid Building, Rue François Léguat, Port-Mathurin, Rodrigues, between 09hrs00 and 15hrs00 on weekdays;
- The post applied for should be clearly marked on the top left-hand corner of the envelope.

All applications should be sent by post to the Programme Manager, National Empowerment Foundation (NEF Rodrigues), 2nd Floor, Mutual Aid Building, Rue François Léguat, Port-Mathurin, Rodrigues, by Friday 25 January 2019, at 15hrs00 at latest.

- Notes:**
- (i) Late applications and applications not made on prescribed form will not be considered.
 - (ii) Only the best candidates will be called for the selection exercise.
 - (iii) The NEF reserves the right not to make any appointment as a result of this advertisement.

Date: 11 January 2019