

NOTICE OF VACANCY

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

General Executive (GE)

Qualifications:

Candidates should possess:

A. Cambridge Higher School Certificate

OR

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

The onus is on the candidates to produce the equivalence for the required qualification.

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 (NEF 10):

Rs 16, 400 x 325 - 17, 700 x 375 -19, 575 x 475 - 21, 950 x 625 - 23, 200 x 775 - 32, 500 x 925 - 37, 125 x 1, 225 - 38, 350

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.
- 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 the NEF, 8th Floor, Garden Tower, La Poudrière Street, Port Louis, between 09hrs00 and 16hrs00 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 Chief Executive Officer, National Empowerment Foundation, 7th Floor, Garden Tower, La Poudrière Street, Port Louis, 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