

## NOTICE OF VACANCY

Applications are invited from among officers in the grade of Community Project Coordinator and serving officers of the NEF who wish to be considered for employment on a contract basis for the post of:

### **Programme Manager**

**Qualifications:**

**Candidates should:**

**A.** possess a Degree in Social Work or Management or Administration

OR

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

AND

reckon at least five years' relevant experience at managerial level.

**B. Candidates should also:**

- i. have a keen interest and proven track record in social work, poverty alleviation activities and field work operations;
- ii. possess good interpersonal, communication and report writing skills;
- iii. be proficient in IT office tools as well as in statistical and data interpretation;
- iv. possess strong leadership and problem-solving skills;
- v. have the ability to work in a team; and
- vi. be able to meet tight deadlines.

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

**Salary scale (NEF 20):**

**Rs 59700 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000**

**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, 8<sup>th</sup> Floor, Garden Tower, La Poudrière Street, Port Louis, between 0900 Hours and 1600 Hours on weekdays;
- “**Programme Manager - Internal Candidate**” should be clearly marked on the top left-hand corner of the envelope.

**All applications should be sent by registered post to the Officer-in-Charge, National Empowerment Foundation, 7<sup>th</sup> Floor Garden Tower, La Poudrière Street, Port Louis, at latest by Friday 03 April 2020, at 1500 Hours.**

- 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: 20 March 2020**