Applications are invited from qualified candidates who wish to be considered for appointment as Leisure Events Organiser in the Ministry of Tourism.

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their 40th birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

A. Candidates should possess a degree in Tourism, Hospitality and Leisure Management or a degree in Tourism, Leisure and Recreation Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should -
   (i) reckon at least four years’ postgraduate experience in leisure and recreational activities;
   (ii) possess good communication and interpersonal skills;
   (iii) have the ability to lead and manage a team of officers; and
   (iv) be computer literate.

NOTE

1. Candidates should produce written evidence of experience/knowledge claimed.

2. The onus for the submission of written evidence of knowledge/experience claimed and equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered failing the non-submission of written evidence of knowledge/experience claimed and Equivalence Certificate, as appropriate, by the closing date.

3. The Commission reserves the right to convene only the best qualified candidates for interview.

IV ROLE AND RESPONSIBILITIES

To be responsible for the organization and promotion of leisure and recreational activities/events.
V. **DUTIES AND SALARY**

1. To advise on the formulation of policies and programmes for the promotion of leisure at national level and on the development of leisure infrastructure.

2. To elaborate, implement, monitor and evaluate leisure programmes.

3. To prepare plan of action for the Leisure Events Unit at national level on a regular basis.

4. To be responsible for the proper management and supervision of the Leisure Events Unit.

5. To identify training needs of officers of the Leisure Events Unit and make necessary arrangements for appropriate training.

6. To liaise with national, regional and international organisations in the field of leisure.

7. To prepare annual report on the Leisure Events Unit.

8. To use ICT in the performance of his duties.

9. 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 Leisure Events Organiser in the roles ascribed to him.

**Note:**

Leisure Events Organisers will be required to work outside normal working hours including Saturdays, Sundays and Public Holidays and officially declared cyclone days.

The permanent and pensionable post carries a salary of Rs 38,350 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 a month.

VI. **MODE OF APPLICATION**

1. Qualified candidates are advised to submit their application **electronically** at the following address:

   [http://psc.govmu.org/English/Pages/PscHomepage.aspx](http://psc.govmu.org/English/Pages/PscHomepage.aspx)

2. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from 9.00 a.m. to 3.30 p.m on weekdays and **not later than 3.00 p.m. on the closing date.**
3. Candidates are requested to follow the procedures that can be accessed through the “How to Apply” option on the above address.

4. Candidates already in the service should also submit a printed copy of their electronic Application Form, **duly signed**, through their respective Supervising Officer/Responsible Officer.

5. Acknowledgement of applications will be made by **e-mail**. Candidates are advised to submit their **e-mail** address.

6. For technical support, the Government Online Centre (GOC) may be contacted on the e-mail address: **support@ncb.mu** or on phone number **454 9955**.

7. For any other query, the help desk of the Public Service Commission may be contacted on e-mail address **pdsc@govmu.org**, or phone number **670 9705** or fax number **670 3417**.

8. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to Public Advertisement)”** before filling in the Application Form. Care should be taken to fill in the on-line Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may submit their application on **PSC Form 7** which may be obtained **either** from the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis or from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side or from the Chief Commissioner’s Office, Port Mathurin, Rodrigues or the offices of the Mauritius High Commissions/Embassies overseas.

**VII. CLOSING DATE**

Application Forms should reach the Secretary, Public Service Commission, **not later than 3.00 p.m on Wednesday 31 October 2018**.

Date: 11 October 2018

Public Service Commission,
7, Louis Pasteur Street
FOREST SIDE.