PUBLIC ADVERTISEMENT NO. 130 OF 2019

Vacancies for the Post of Organising Officer, Recreation Centre
Ministry of Social Integration, Social Security and National Solidarity
(Social Security and National Solidarity Division)

Applications are invited from qualified candidates who wish to be considered for appointment as Organising Officer, Recreation Centre, in the Ministry of Social Integration, Social Security and National Solidarity (Social Security and National Solidarity Division).

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

Candidates should –

A. possess a diploma in Social Work or Hospitality Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and

B. be computer literate.

NOTE

1. Candidates should produce written evidence of knowledge claimed.

2. The onus for the submission of written evidence of knowledge 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 in case of non-submission of written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by closing date.

3. Candidates may be required to sit for a written examination as part of the selection process.

4. The Commission reserves the right:

   (i) to convene only the best qualified candidates for interview; and

   (ii) not to make any appointment following this advertisement.
IV. DUTIES AND SALARY

1. To assist the Manager, Recreation Centre and the Senior Organising Officer, Recreation Centre in the performance of their duties.

2. To motivate residents to participate in composite cultural programmes.

3. To act as animator for cultural programmes.

4. To monitor light physical exercises for residents.

5. To issue and control indoor games and musical instruments to residents.

6. To organise fun games, indoor tournaments, quiz competitions and recreational activities at the Recreation Centre.

7. To be in charge of allocation of rooms to residents.

8. To ensure that the night stay of the residents are safe, comfortable and enjoyable.

9. To record the movements of residents leaving and returning to the Recreation Centre.

10. To attend to phone calls from the public regarding bookings and enquiries.

11. To record all events and occurrences in the Occurrences Register.

12. To ascertain that the code of ethics of the Recreation Centre is observed through briefing sessions to residents.

13. To communicate emergencies to the Senior Organising Officer, Recreation Centre or the Manager, Recreation Centre.

14. To be responsible for public address system and other multimedia equipment in use at the Recreation Centre.

15. To keep record of all intakes and other documents and correspondence.

16. To check and record inventory of equipment on a regular basis.

17. To manage petty cash in the Recreation Centre.
18. To supervise the processes relating to Laundry Services of the Recreation Centre.

19. To coordinate all activities pertaining to workshops, conferences organised at the Centre.

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

21. 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 Organising Officer, Recreation Centre in the roles ascribed to him.

**Note**

Organising Officers, Recreation Centre will be required to work on a shift system covering a 24-hour service including Sundays, Public Holidays and officially declared cyclone days and during emergencies.

The permanent and pensionable post carries salary in the scale of 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 – 36,200 a month.

V. **MODE OF APPLICATION**

1. Qualified candidates are advised to submit their application **electronically** on 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** 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 queries regarding Username & Password, the Government Online Centre (GOC) may be contacted on the e-mail address: support@ncb.mu or on phone number 454 9955.

7. For technical support and other queries, the helpdesk of the Public Service Commission may be contacted on the 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 online 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 Public Service, Administrative and Institutional 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 from the offices of the Mauritius High Commissions/Embassies overseas.

VI. CLOSING DATE

Online Applications should be submitted not later than 3.00 p.m (local time) on Thursday 13 February 2020. Applications received after the specified closing date and time will not be considered.

Date: 24 January 2020