Vacancy for Post of Coordinator for Community Mobilisation and Local Community Support, Preparedness Team
Ministry of Environment, Sustainable Development, and Disaster and Beach Management
(National Disaster Risk Reduction)

Applications are invited from qualified candidates who wish to be considered for appointment as Coordinator for Community Mobilisation and Local Community Support, Preparedness Team in the Ministry of Environment, Sustainable Development, and Disaster and Beach Management (National Disaster Risk Reduction).

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 Sociology or Business Administration or Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

(i) reckon at least five years’ experience in the implementation of community mobilisation programmes and activities or in related community level activities;

(ii) possess strong motivational skills;

(iii) possess strong interpersonal skills with ability to establish and maintain effective working relationships with people of different backgrounds;

(iv) be able to work under pressure; and

(v) be computer literate.

NOTE

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

2. The onus for the submission of 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 Equivalence Certificate, as appropriate, by the closing date.

3. The Commission reserves the right to convene only the best qualified candidates for interview.
IV. DUTIES AND SALARY

1. To be responsible to the Director Preparedness for the performance of the following duties –

(a) to establish the primary liaison function with local committee focal points for disaster management;

(b) to act as liaison between the National Disaster Risk Reduction and Management Centre and other key actors within the Centre and other stakeholders;

(c) to develop guidelines for elaboration of appropriate Disaster Risk Reduction and Management Plans by Ministries, Departments and other stakeholders and to ensure appropriate support in building disaster risk management capacity accordingly;

(d) to work with the Recovery Team in identification of priority disaster risks and priority areas, communities and households;

(e) to work with communities to identify risks and build capacity to reduce risks and build resilience to disasters and to ensure risks and priorities are taken on board in local and national Disaster Risk Reduction and Management Plans;

(f) to liaise with the Education and Training Unit and provide information and resources on Training courses to be organised;

(g) to ensure implementation of the National Disaster Risk Reduction and Management policy based on relevant indicators laid down in the National Strategic Framework for Disaster Risk Reduction and Management;

(h) to contribute to the regular review and updating of National Policy, Plan and Strategies; and

(i) to ensure that the work of the Community Mobilisation and Local Community Support, Preparedness Team is well co-ordinated within the Centre.

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

3. 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 Coordinator for Community Mobilisation and Local Community Support, Preparedness Team in the roles ascribed to him.
Note

The Coordinator for Community Mobilisation and Local Community Support, Preparedness Team will be required to work outside normal working hours including Saturdays, Sundays and Public Holidays and during cyclonic periods and other natural calamities and emergencies.

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

V. MODE OF APPLICATION

1. Qualified candidates should 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 from the offices of the Mauritius High Commission/Embassies overseas.

2. Candidates already in the service should submit their application in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising/Responsible Officers.

3. This advertisement together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at http://psc.govmu.org

4. Candidates are encouraged to submit on-line application through the government web portal at http://www.govmu.org

5. Acknowledgement of applications will be made, as far as possible, by e-mail. Candidates are therefore advised to submit their e-mail address.

6. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS TO CANDIDATES” before filling in the Application Form. Care should be taken to fill in the Application Form correctly. Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the applicant.

VI. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m. on Monday 26 December 2016.

Date: 06 December 2016