MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 34 OF 2014

Vacancies for Post of Organising Officer, Recreation Centre
Ministry of Social Security, National Solidarity and Reform Institutions

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

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 equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.

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

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 scale Rs 14,575 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 33,275 a month. However, for the year 2014, incumbents would draw salary at the discounted rate of Rs 14,280 in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.
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.gov.mu

4. On-line application can also be submitted through the government web portal at http://www.gov.mu

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

6. Candidates are 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 19 May 2014.

Date: 29 April 2014

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