Applications are invited from qualified candidates who wish to be considered for appointment as Leisure Events Officer 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 diploma in the field of Leisure or a diploma in Management with specialisation in Leisure from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

   (i) reckon two years’ experience in the organisation of recreational and leisure activities;

   (ii) possess good communication and organising skills; and

   (iii) 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 organise leisure activities and prepare programmes of activities at regional or national level on a regular basis.
2. To assist in –
   (i) the identification of leisure needs;
   (ii) the conduct of regular surveys for data collection; and
   (iii) the setting up of collective leisure activities.

3. To provide assistance and guidance to leisure oriented organisations at local level.

4. To take charge of leisure events.

5. To liaise with governmental and non-governmental organisations for the execution of leisure programmes and projects.

6. To keep records, prepare and submit progress reports and returns on a regular basis.

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

8. 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 Officer in the roles ascribed to him.

**Note:**
Leisure Events Officers will be required to work at staggered hours.

The permanent and pensionable post carries salary in scale 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 – 37,125 x 1,225 – 39,575 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 Wednesday 10 May 2017.

Date: 20 April 2017