PUBLIC SERVICE COMMISSION CIRCULAR NOTE No. 10 of 2016

Vacancy for the Post of Assistant Director of Sports
Ministry of Youth and Sports

Applications are invited from qualified officers of the Ministry of Youth and Sports who wish to be considered for appointment as Assistant Director of Sports in the Ministry.

II. QUALIFICATIONS

By selection from among officers in the grade of Senior Sports Officer who reckon at least four years’ service in a substantive capacity in the grade and who -

(i) possess leadership and managerial qualities;

(ii) have the ability to motivate a team of officers; and

(iii) have innovative capabilities.

III. ROLE AND RESPONSIBILITIES

To assist in the planning and the effective implementation of policies, programmes, projects and activities geared towards development of sports and leisure.

IV. DUTIES AND SALARY

1. To assist the Director of Sports in the promotion and development of sports in general.

2. To deputise for the Director of Sports, as and when required.

3. To assist the Director of Sports in the proper functioning of the Sports Section including management of staff.

4. To monitor the work / programmes of the officers of the Sports Cadre.

5. To plan and co-ordinate sports projects and programmes.
6. To be responsible for the organisation of competitions and activities conducive to sports development.

7. To ensure the proper running of Sports Complexes / Infrastructure.

8. To be responsible for the organisation of training courses for officers of the Sports Cadre.

9. To ensure the preparation of sports people in national, regional and international competitions.

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

11. 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 Assistant Director of Sports in the roles ascribed to him.

Note

The Assistant Director of Sports is required to work at staggered hours including Sundays and Public Holidays.

The permanent and pensionable post carries salary in scale Rs 45 275 x 1 500 – Rs 58 775 x 1 800 – Rs 65 975 a month plus salary compensation at approved rates.

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. Applications should be submitted in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Permanent Secretary, Ministry of Youth and Sports.

3. This circular 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 Tuesday 12 April 2016.**

Date: 23 March 2016

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